

# THE ORCHARD PRIMARY SCHOOL



**The Orchard Primary School**  
*Nurture Learn Grow*

## ADMISSION POLICY

Date	Review Date		GB Committee
Autumn 2021	Autumn 2023	HT	Curriculum and Community

# **ADMISSION POLICY**

The Orchard Primary School is a community school for pupils aged between 3 and 11 years old with a current admission limit of 90 children in each year group from reception to year 6 with 78 children in the nursery (39 FTE) with a capacity of 708

The Local Authority is responsible for setting the admissions arrangements and the school adheres to the procedures and guidance set by the Local Authority.

## **AIM**

To adhere to Hounslow Education Authority's Admissions policy and the criteria used for Primary Schools

## **OBJECTIVES**

- ◆ To follow the school's and LEA's Equal Opportunities Policy
- ◆ To provide help and advice to parents registering and admitting their children
- ◆ To provide an induction for new pupils to meet their individual needs.
- ◆ To ensure consideration for other LEA schools in the immediate area

### **Admission to School for children in the Nursery (Children aged three)**

For Admissions to the nursery parents should apply to the school. If the number of children in the nursery does not exceed the published admission number ,and there is no reserve list, a place may be offered. If the nursery is full, the child's name will be placed on a waiting list which is managed by the school and a place will be offered when the child is at the top of the list and a place becomes available.

### **Admission to School for children aged four**

The London Borough of Hounslow is the admissions authority for our school, parents who wish to register their child for admission to our reception class must apply for a place using the Local Authority on line application form which is available to download from the Local Authority website . Parents of Reception applicants receive this information in the autumn term;

All reception age children are admitted to school in the autumn term. An introductory programme of visits for children and parents takes place in the summer term prior to admission. We work hard to ensure that starting school is a calm and natural progression from the nursery or other pre-school provision. Parents have the opportunity to meet the staff and discuss the start of school at an Early Years induction evening in the summer term. During the autumn term, parents have the option of a home-visit from the reception staff. All parents meet with the new teacher during the autumn term to discuss the way that their child has settled to life in school.

## **Admission to School for children in groups other than Reception**

For admissions to year groups other than Reception, parents should also apply to the local authority. If the number of children in that year group does not exceed the published admission number, and there is no reserve list, a place may be offered. If the year group is full, the child's name will be placed on a waiting list which is managed by the Local Authority school admissions team and a place will be offered when the child is at the top of the list and a place becomes available.

### **In the event of oversubscription, the following criteria will be used to determine priority for places:**

- Children who are looked after, with a statement of special educational needs which names the school or for whom this is the only school that can meet their long term medical needs.
- Children living in the priority area with a sibling at the school at the time of admission.
- Children living in the priority area.
- Children living outside the priority area who have a sibling at the school at the time of admission.
- Children living outside the priority area who have been unable to gain a place at their catchment area school because of oversubscription.
- Children who live outside the priority area, but nearest to this school according to the shortest available travel route as measured by a straight line.

### **Monitoring**

The effectiveness of the policy will be evaluated on an annual basis by the Head teacher and reviewed by the governing body every 2 years.