



**Stepney
Greencoat
C.E. Primary
School**

Policy for Admissions

ADMISSIONS POLICY

Aims

- To give children and parents as much information as possible, about Stepney Greencoat and the education we provide
- To make each child's start happy and successful
- To begin a partnership with parents that will be lasting

Procedures for admission to the Reception class

At Stepney Greencoat, all Reception aged children start school in the Autumn term, however, parents can ask for their child's entry to be deferred until later in the school year. Parents may complete a Supplementary Information Form at any time after their child's third birthday to register an interest in the school, this does not necessarily mean a place will be offered or that any preference will be given.

All parents must complete a Common Application Form, this is available from the Local Authority. Those seeking admission under criteria 2 or 4 must also complete a Supplementary Information Form, which is available from the school office. The school will request a letter from their vicar/minister/Imam to support their claim that they regularly worship, if that is stated on the form.

Visits to the school are welcomed, parents should contact the School Office to make an appointment.

The standard admission number for the school is 30.
Places will be allocated using the following criteria, in order:

1. Children in Public Care.
2. Children from practising Christian families who attend their place of worship and who have a letter of support from their minister/imam.
3. Children with a brother or sister already at school, who will still be there at the time of admission.
4. Children from other major faiths who attend their place of worship and who have a letter of support from their religious leader.
5. Children who live near to the school (measured by Tower Hamlets Pupil Services).

The Governors consider applications for the next academic year in **February**.

Children with a Statement of Educational Needs and Looked after children, naming the school have an automatic entry. Where there are more applications than places in any category, those nearest the school, measured by the Local Authority, will be given priority.

The decision notification date is **April**.

All applications will be treated in accordance with the admissions policy.

Parents will be informed in writing of the admission decision. If an offer of a place is made, parents will have **10 school days to accept** or refuse the place before the offer lapses and the place is withdrawn.

If no response is received by the given date the offer will be withdrawn and offered to another child.

Parents will be expected to provide proof of their address when accepting the place offered.

Refusal letters will state the reason for the refusal and will advise parents of their right to appeal to an independent panel.

Parents will be asked to confirm whether they want their child's name to stay on the school's waiting list within 10 school days of receiving the refusal letter.

Once admissions are confirmed parents will be invited to a New Parents meeting in the summer term prior to their child starting school. Arrangements will be made with the feeder nursery schools to bring the child/children on a visit to familiarize the children with the school before they start. Parents of children who do not attend a nursery will be invited to bring their children themselves for a visit.

Procedures for mid-term admissions

The term 'mid-term admissions' refers to those admissions which take place outside the normal admissions cycle. This is usually because a family has moved into the area or because the family has been on an extended holiday and the child has lost their place at the school.

Parents applying for mid-term admission will be asked to fill in a supplementary information form and the Headteacher will confirm the child's status with Pupil Services before making an offer.

If there are more applicants than places available the admissions policy will be used to determine priority for admission.

Procedures for transfer requests from another Tower Hamlets School

Parents applying to transfer their child from another Tower Hamlets school to will be asked to obtain a transfer slip from the Headteacher of their child's current school.

Pupils will be expected to transfer at the beginning of a term or a half term unless there are exceptional reasons for the child to transfer immediately.

If there are more applicants than places available the admissions policy will be used to determine priority for admission.

Holidays during term time

Parents will be advised that the school follows the local authority's 'no term time holiday' policy.

There is an expectation at Stepney Greencoat that parents will not take holidays during term time unless it is unavoidable and that they will support their child's learning by ensuring that their child attends punctually and regularly.

The Headteacher has the right to refuse permission for any child to be taken on holiday during term time.