

WINDMILL PRIMARY SCHOOL - ADMISSIONS POLICY

Nursery

The Nursery serves all children from the Brookside area who will attend either Windmill Primary School and Children's Centre or Holmer Lake Primary School. Children normally have up to five terms in Nursery prior to moving into the Reception class.

School

All children must be receiving full time education at the beginning of the term after their fifth birthday and no child is legally entitled to a school place before that age. The school year runs from 1st September to 31st August inclusive. The children whose birthdays fall within that school year form a 'cohort', which affects all future transfers between the stages of education, i.e. from primary to secondary. Children are normally only admitted to school within their cohort. Parents must now register their child to start the Reception Year directly with Telford & Wrekin. Forms are distributed by the nursery and parents indicate their preference of local schools, the forms are then returned to Civic Offices who notify parents of the school their child will attend.

All children who are five between 1st September and the 31st August in an academic year will be admitted to school full time in the September into the Reception class. There is now a single point of entry for these children, rather than two. Whichever school they are transferring to, arrangements will be made in the preceding term for children currently in the Nursery to meet their new teachers.

Though many parents will be familiar with the school through contact with the Nursery, it is hoped that parents will take the opportunity to visit the school before their child starts. This is an opportunity to look around the school, meet staff and discuss any concerns.

Children normally remain at the school until the end of the summer term of the year in which they are eleven when they transfer to secondary school. Parents will be informed of details concerning the transfer to secondary school in the term prior to the move.

Race Equality

The school will ensure that:

- Admissions policy and criteria do not disadvantage pupils from particular racial groups and that action will be taken to remove any inequalities that are identified
- Comprehensive information about pupils' ethnicity, first language and religion will be included in all admissions forms
- The admissions process will be monitored by ethnicity to ensure that it is administered consistently and fairly to all pupils

Absence

- Parents/guardians are aware of their responsibilities in relation to pupil attendance and absence as indicated in the Home School Agreement
- Staff who follow up absence are aware of and sensitive to relevant community issues
- Provision will be made for leave of absence for religious observance and this includes staff as well as pupils
- Provision will be made for pupils on extended leave to cover missed work

Reviewed Autumn 2015.

To be reviewed Summer 2017.