



# Longwell Green Primary School Admissions Policy

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<b>Date of policy:</b>	February 2015
<b>Responsibility:</b>	Headteacher
<b>3rd Review Date:</b>	November 2018
<b>Date of review:</b>	November 2019

At Longwell Green Primary School, we follow the South Gloucestershire admissions policy and procedure, details of which can be found at <http://www.southglos.gov.uk/education-and-learning/schools-and-colleges/school-admissions/>. Local Authorities (LAs) give parents the opportunity to say which school they would like their child to attend and provide them with general information about each school before they decide their preference. We encourage parents to visit our school to learn more about it and to make sure it is the right place for their child. Admission arrangements are prepared and published by the LA annually.

## **Compulsory School Age**

Children must start school on or before the start of the term following the child's fifth birthday. Compulsory education ends around the pupil's sixteenth birthday. Parents of a child of compulsory school age have a duty to ensure the child receives 'efficient full-time education suitable to the child's age, ability and aptitude and to any special educational needs of the child'.

At Longwell Green, we

- Consider the LAs annual admission plans
- Consult with the LA if our admission number changes (currently 60)
- Inform parents about LA admission arrangements
- Encourage parents to register their children as soon as possible; particularly younger siblings
- Provide information about the school to support parental choice
- Welcome parent visits to the school
- Have an appropriate induction programme to ensure that starting school is as smooth as possible

## **Procedures**

Parents of children due to start primary education need to make an online application via the South Gloucestershire website [www.southglos.gov.uk](http://www.southglos.gov.uk).

Parents of children moving into the area or wishing to change school (but not for starting in September of the Reception year) need to complete an In-Year Admission form also available from South Gloucestershire or from the school. The school will also advise parents about whether any places are available in any year group.

Once we reach our admission number for each year group, we are unable to accept any more children unless in special circumstances. Parents who wish to appeal about an admission decision should contact South Gloucestershire LA direct.

## **New arrivals**

All pupils arriving in a new school are entitled to the same welcome and induction into the life of their new school. Some additional procedures may be necessary in order to ensure families from ethnic minority backgrounds, or whose children have a disability or special needs, have the same access to information and support as all other parents and pupils.

At Longwell Green Primary School we

- take account of the cultural, linguistic and academic needs of newly arrived pupils and recognise the positive contribution newly arrived pupils can make to our school
- build partnerships with parents as an essential element of working with newly arrived children and if necessary, arrange interpreting support for the initial parent /teacher meetings

If the child is from an ethnic minority, staff will endeavour to positively reflect the new pupil's language and culture throughout the school environment.