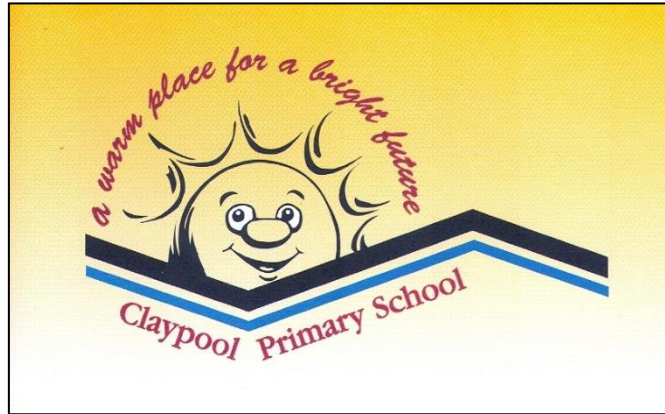




**At Claypool everyone is valued, inspired and nurtured on their individual journey of success.**

# **Admissions to Early Years Foundation Stage Policy**

**Policy lead: S. Worden**

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| <b>Last interim review by the Policy Lead</b>     | Autumn 2025 |
| <b>Last full review by the Policies Committee</b> | Spring 2026 |

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| <b>Next interim review by the Policy Lead</b>     | Autumn 2026 |
| <b>Next full review by the Policies Committee</b> | Spring 2029 |

## **Introduction**

The formal allocation of places to school is undertaken by the Local Authority on our behalf. We are informed of the children joining our Foundation Class in the April before their September entry. The following link will take you to the LA admissions page:

<http://www.bolton.gov.uk/website/pages/Admissions.aspx>

## **Aims**

- to give children and parents as much information as possible about our school and the education we provide;
- to make each child's start a happy and successful one;
- to begin a partnership with parents that will be long lasting.

## **Procedures**

At Claypool Primary School, children start school in the September before their fifth birthday.

The standard admission number for the school is 30. However, the school may be directed by the Local Authority to take pupils over number if a child meets one of the following criteria. They are:

- a Looked After Child;
- a child with an Education, Health and Care Plan;
- an International New Arrival.

Once admissions are confirmed, we welcome each child and his or her family, and invite them to spend time with us in the summer term prior to the child starting school. In the first week in September this is continued.

## **Induction of pre-school children**

We place great emphasis on two elements of induction. Firstly, the provision for pre-school children on their initial visits to school needs to be sensitive and well-balanced. Secondly, we feel that there should be an adequate provision of information to parents explaining our induction programme, giving ample opportunity for questions to be asked and answered and offering workshops on key elements such as pre-reading and writing skills.

Although we recognise the wishes of some parents/carers that children should begin full-time school as soon as possible, we do not feel that a very short induction is necessarily in the best interests of the children. Our induction programme has evolved over time in the light of experience and in consultation with parent/carers, and we now feel that we have achieved a well-balanced system which provides all children with a secure, happy start to school.

## **Procedures**

The parent's first contact with the school will be through the school office, to request a place for their child. Before parents have decided that our school is their preferred choice, they are invited to look round the school.

Once places have been offered, parents are invited to a parents' evening. At this meeting they meet all the Foundation and Leadership Team and are given our school brochure and induction pack. The induction programme is outlined and explained. Information is given about the school.

These areas are highlighted:

- attendance
- punctuality
- appropriate uniform
- school rules and discipline
- school routines
- partnership with parents

This session is kept informal and we offer opportunities to ask questions and to look round the school.

The child's first contact with school is with classmates and parents in an informal session where they meet the Foundation teacher, Learning Support staff and each other. This takes place during the Summer Term before they begin in the September. Child and parent/carer are able to collect our Pre-School Booklet with activities for parent and child to do together.

We do not disrupt the education of existing children any more than is absolutely necessary, and so the remainder of the induction programme continues in September.

In September, to give all children the best start at Claypool Primary School, we admit children on a part-time basis. In the first week of the new school year, 15 children attend school in the mornings for two days and afternoons for two days and 15 children attend school in the afternoons for two days and then mornings for two days. Children who are in school for the morning sessions also experience lunchtime routines.

### **Home/Nursery Visiting**

Home visits will take place for children whose parents/carers request them, this allows the staff and families to start to build up a positive relationship and raise any concerns in order to ensure that the transition into school is as smooth as possible. The Foundation teacher and Higher Level Teaching Assistant will make the home visits having first made an appointment. However, most visits to see the children will take place in the nursery settings, if possible.