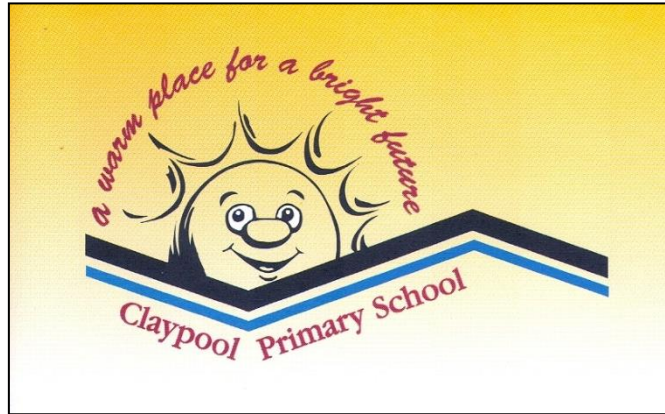




At Claypool everyone is valued, inspired and nurtured on their individual journey of success.

General Admissions Policy

Policy lead: A. Hulme

Last interim review by the Policy Lead	Autumn 2025
Last full review by the Policies Committee	Spring 2026

Next interim review by the Policy Lead	Autumn 2026
Next full review by the Policies Committee	Spring 2029

Aims

- to give children and parents/carers 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 ensure that each child's transition to Claypool Primary School is a smooth one;
- to provide continuity in each child's education;
- to begin a partnership with parents that will be long lasting.

Procedures

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.

We follow LA admission criteria. The following link will take you to the LA admissions page: <http://www.bolton.gov.uk/website/pages/Admissions.aspx>

Parents are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted. No children are admitted until personal contact has been made.

Parents of children already in schools in the area, are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Parents are provided with a copy of the School Brochure, and are asked to complete a personal information sheet for their child prior to admission.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to their new school is a smooth one.

As soon as the child starts school the Administration Assistant requests a CTF (common transfer file) from the previous school which contains all the relevant information about the child. This is imported into the school database (SIMS).

Induction of children

Parents are encouraged to bring their child to school to look round and meet his or her new teacher before the actual date to be admitted.

A School Brochure is given to each family. This contains the following information:-

- a holiday list
- a uniform list
- a list of school routines and rules
- a list of school times
- behaviour policy

On the day the child is to be admitted, parents are asked to arrive at the school office at 8.40 am. The Headteacher or Deputy Headteacher will take the child and parents/carers to the class where the class teacher will be waiting, or the teacher will come to collect them.

During the first week, teachers will make initial assessments in the core subjects of Maths and English so that there is continuity in the child's education.

All the children at Claypool Primary School are encouraged to be as welcoming as possible to new children so that each child's start is a happy and successful one.

Records from the child's previous school are requested.