

## **RECEPTION ADMISSION POLICY (Including in-year admissions)**

<b>Name of School:</b>	<b>Headlands Primary School</b>
<b>Person/s Responsible:</b>	<b>Head Teacher Governors – Chairs Group Foundation Stage Coordinator</b>
<b>Review Date:</b>	<b>October 2018 (Annual)</b>
<b>Distribution:</b>	<b>Governors and whole staff Available to all parents</b>

Reviewed 15 December 2008 – Admission Group agreed to propose the addition of Nursery as a priority rank 3, after sibling link and before distance. Proposal forwarded to Northants Local Authority for consultation on their website. No objections received to addition of ranked Nursery. Governors agreed to implement Nursery ranking for 2010/2011. The full Governing Body agreed this change to the Policy in their Minutes of 29 April 2009 see **23/09**.

Amended September 2009 following letter from Office of the Schools Adjudicator. – page 2 changed only.

Reviewed September 2009 by Rebecca McAleenan – changes to page 2, 3, 5, 6, Appendix 1,2,3,4,6b,6c is deleted, 9, 10a,10e and 11

Reviewed October 2010 by Rebecca McAleenan and Chairs Sub-Group – minor changes made to dates for process this year only.

Reviewed September 2011 by Rebecca McAleenan and Chairs Sub-Group –

Reviewed November 2012 by Rebecca McAleenan and Chairs Sub Group – minor changes to pages 2-5. Mid-Phase Induction Policy added as an appendix. Detail of appeals service added as an appendix.

Amended Sept 13 following adjudication after appeal from local authority was upheld. Headlands School was instructed to remove Nursery priority and create an equal distance tie break.

**11 July 2013 Meeting with Schools Adjudicator** following objections from LA resulted in two recommendations to current policy. 1) Include 'Previous Looked After Child' and add definition. 2) Tie breaker to tie breaker by random allocation. 3) Do we wish to include statement on 'twins' especially if 60 and 61. We would need to consult in January for application in 2014.

Reviewed October 2014 by Louise Worrell – Changes made to dates and appendices updated and renumbered.

Reviewed October 2015 by Louise Worrell – ~changes made to dates and amendments to Appendix 3 and Appendix 5.

Reviewed January 2017 by Louise Worrell – changes made to dates.

Reviewed March 2018 by Darren Smith – changes made to dates only.

Reviewed June 2018 by Karen Smith and Charli Harvey – changes made to letters and Reception booklet for parents.

**Please note: As dates vary from year to year please contact the School office on 01604 407098 for specific dates.**

## **ADMISSIONS PROCEDURE FOR RECEPTION AGED CHILDREN**

### Headlands Primary School

Headlands Primary School is a Foundation School. As such, the Governing Body is responsible for the formulation and application of the schools admission policy, admission arrangements and oversubscription criteria.

### Visits to the School

Visits to the school are not only welcomed but encouraged. Time spent looking around the school and deciding if the provision is right for your child is time well spent. Please ring the school to book a place on the next tour. You will have the opportunity to have a good look around, see the school 'in-action' and ask questions.

### Equal Opportunities

The school is committed to ensure that children's places will be allocated according to the criteria listed below. As such, any decision to refuse admission will not be based on ability, ethnicity, gender, religious or cultural background.

### Oversubscription Criteria

Following the allocation of places to pupils who have a statement of Special Educational Needs which names Headlands Primary School as the appropriate provision, the Governing Body will admit up to sixty pupils evenly across the two reception classes in line with the school admission number of 60 (our Pupil Admission Number) allocated to us by the Local Authority. Should the Governing Body of Headlands Primary School receive more applications than there are places available, the following criteria, in the order listed will apply (the oversubscriptions criteria).

1. Looked After Children and Previously Looked After Children .
2. Those children who have an older brother or sister continuing at the school at the time of admission (for definition of brother or sister see below).
3. Those children who live closest to the school taking into account the closest entrance to the school (i.e. Cherry Close, Sheraton Close and the front pedestrian entrance on Bushland Road) using 'as the crow flies' measurements taken from the front door of the supplied address. The address given on the admission form should be your normal place of residence (the electoral role may be used to check addresses given).

When the admission number is reached within one of the applied criteria, the applications will be prioritised by using as the crow flies measurements from the front door of the supplied address to the closest entrance to the school. If distances are identical then random allocation will be used, this process will be independently verified.

Where a child lives part of the time with one parent and part of the time with another parent, they will be deemed to live at the address where they spend the majority of school nights. For this purpose, school nights shall be Sunday night, Monday night, Tuesday night, Wednesday night and Thursday night.

### Definition of a Brother or Sister

- 1) A brother or sister sharing the same parents.
- 2) Half brother or half sister, where children share one common parent.
- 3) Where children are living together as brother and sister as part of a family unit at the same address.
- 4) Adopted or fostered children.

(A brother or a sister must be living at the same address when the application is made).

### Definition of Looked After Child

A Looked After Child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application for admission.

### Definition of Previously Looked After Child

A Previously Looked After Child is a child who was looked after but ceased to be so because he or she was adopted ( or became subject to a residence order or special guardianship order) immediately following having been looked after.

### Children of staff at the school

Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### Important Dates

With the implementation of a country wide standard admission process the key dates have been set by the DFE. The dates below list those key dates and also other important dates. These are as follows:

School reminder 1 (appendix 1): W/C: **11/09/2018**

School reminder 2 (appendix 2): W/C: **17/09/2018**

Closing date for applications: **15/01/2018**

Parents offered school: by **16/04/2018**

School greeting letter (appendix 3): W/C: **08/05/2018**

Appeals: May 2018 – July 2018

### Applying for a Place at Headlands Primary School

At Headlands you are expected to complete the local authority common application form (available from W/C: **11/09/2017**) when applying for a Reception place at the school. It is important that this form is completed accurately and returned to School Admissions before **15/01/2018**. The Governors of Headlands Primary School have decided that this form will be the only one that you will be expected to complete if you wish your child to be considered for a place at the school.

### Falsifying Information

In the event of fraudulent or misleading information denying a place to an applicant with a stronger claim, the Governing Body shall withdraw the offer of a place at Headlands (see School Admission Code of Practice Jan 2003 p37 - 7.26) and offer the place to the next eligible child.

### School Offer

By early April you should have received a letter from the local authority detailing the name of the school that your child has been offered. Contained within this letter will be information relating to officially accepting the place offered and, if appropriate, also information relating to appealing against the decision. Please ensure you complete the necessary forms in good time to ensure your views are known. Soon after receiving this letter, you should expect to receive a personal letter from the school also confirming your place at Headlands Primary School (Appendix 3).

### Appealing against the decision not to admit to Headlands Primary School

Every effort is made by the Governors at Headlands Primary School to admit all applicants to the school. However, as a popular school in the community, the school has been oversubscribed in the past and the Governors have to apply the oversubscription criteria (detailed on page 2) and select the 60 children to admit. If you requested a place at Headlands and have not been allocated a place, you have the right to appeal. Guidance can be obtained from the Northamptonshire County Council website ([www.northamptonshire.gov.uk](http://www.northamptonshire.gov.uk)). Please also see Appendix 12 for frequently asked questions. Successful appeals are usually, but not always, based around the ability to demonstrate the inaccurate application of oversubscription criteria. If you wish to appeal against the decision to not allocate your child a place at Headlands Primary, you should complete the appeals forms available from the school office. It is essential that you return the appeals form to the school within two weeks of receiving your letter and accompanying information to ensure the school can make the necessary arrangements to facilitate a fair hearing. Following receipt of your completed form, you will be invited to attend an appeals hearing where an independent appeals panel will look at your case. At this meeting, you will be expected to explain your reasons for appealing against the decision of the Governors not to admit to Headlands Primary School. After your appeal has been heard by the independent panel, you will receive a letter within 7 days explaining the outcome of your appeal.

Appeal to schools other than Headlands need to be addressed to the Local Education Authority.

### Waiting List

All applications to the school are prioritised then numbered using the oversubscription criteria detailed on page 2. The first sixty are offered places at the school and then the remaining applications are numbered to form a waiting list. In the event of a parent no longer requiring a place that has been allocated to their child, the school will refer to the waiting list and contact the next applicant (numbered 61). This process will continue, in order, until all places have been allocated. Children remain on our waiting list for a full academic year. At the end of this period of time, all the families on the list receive a letter from the school asking them to confirm that they wish their child to remain on the waiting list. If no response is received the child is removed from the waiting list.

### Late Applications

It is very important that your application for a place at Headlands Primary School is returned to the School Admissions Office in line with the local authority coordinated dates. If your application is received after this date, it will not be possible to consider it until all other applications have been processed and as such your application will be at the bottom of any prioritised list.

### Reception New Parents Meeting

Before May all parents will be sent a letter detailing key dates and information regarding their child's admission (appendix 3, 4). In the June, before your child is due to start in Reception, you will be reminded to attend a New Parents Meeting (appendix 5). This meeting will provide you with essential information about the school's organisation and some tasks for you to complete with your child before a home visit (appendix 6). In addition, you will meet your child's class teacher and have the opportunity to ask questions. You will be informed of the date of new class day, home visit and starting date, so your attendance at this meeting is very important.

### Transfer Day

In July your child is invited to attend a half day session in either the morning or afternoon (dependent upon their part-time placement). This will allow your child to become accustomed to the Reception environment before officially starting at the school in September (appendix 7)

### Home Visits

When school starts in September, Reception staff commence home visits. The school completes home visits to all new children coming into Reception. You must work with the school to ensure you are available on the date and time agreed (appendix 8). This gives staff the opportunity to meet your child in their own environment and provides you with the opportunity to discuss any private matters whilst completing the compulsory paperwork (see appendix 9 for guidance to teachers, see appendix 10 for information given for completion). If for some reason, you are not present on the date and time agreed, the compulsory school documents cannot be completed and your child will have a delayed start in Reception (this is for legal and insurance reasons, appendix 11). If this happens, we strongly suggest that you contact the school as soon as possible to arrange an alternative date and time. The visit should take approximately 30 minutes. We aim to have completed all Reception home visits within 1 week of school starting. During this time, your child will not attend their Reception class.

### Data Transfer

Information collected about your child during the home visit is entered on the school's computer system along with all other members of the school. All written information is stored in a named blue folder secured in a lockable cabinet.

### September Arrangements

After home visits are completed, your child will come to school part-time (either morning or afternoon) for approximately two and a half weeks. Delaying your child's fulltime place allows the classes to operate at a much more favourable adult to child ratio. This ensures that your child's needs and concerns can be met far more effectively in this new environment. The adults will have more time to spend with your child to ensure they understand the procedures they have to follow and your child can be better cared for if separating at the beginning of the session becomes stressful. After this period of part-time education, your child will enter the Reception setting full time.

### Headlands Primary School Designated Special Provision

The school is proud to have a large Designated Special Provision (DSP). This caters for children with severe communication difficulties and autistic spectrum disorders. Referrals for admissions to the DSP come via the Northampton Assessment Panel. Such referrals name Headlands Primary School Designated Special Provision as the approved place of education on the child's Statement of Educational Need.

### Other Admissions

Parents frequently ask for places outside of the 'normal' admissions rounds. If you are interested in obtaining a place outside of the 'normal' rounds you should contact the local authority. In these instances, the school will always contact the Head Teacher of your child's previous school to discuss the transfer. As a popular school it is important for you to realise that we are not always able to provide a place for your child outside of the admission round if the class is full. (See Appendix 13).

Dear Parent/Guardian

Although it is only the beginning of the academic year, the time is fast approaching when you might need to be thinking about applying for a place for your younger child.

Alternatively, you may have a friend who has a young child who is thinking about applying for school places to start in September 2018.

The school understands that this can be an anxious time for parents in this position given the large choice of schools that are available in this area.

To help, I hope, ease this decision Headlands runs tours each week by appointment. This is a chance to see the school 'in action' and ask any questions you may have.

As a potential new parent, I encourage you to contact the school and book yourself on a tour to gain a better insight into Headlands Primary School and what it can offer. Existing parents are also welcome to join the tour.

Finally, please keep an eye out for a very important document entitled 'Applying for a Primary School Place in Northamptonshire,' which is produced by Northamptonshire County Council and should be available soon. You can obtain a copy of this by calling 0300 126 1000. Alternatively you can view this booklet by going to [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) It will contain a list of all the schools that are available and the admission form on which you will need to specify your choice of school.

Yours sincerely

Darren Smith  
Head Teacher

I WOULD BE GRATEFUL IF YOU COULD PLEASE PASS THIS LETTER ONTO A FRIEND IF IT IS NOT APPLICABLE TO YOU. THANK YOU

Dear Parent/Guardian

I am writing to remind you of the arrangements you will need to follow in order to ensure your child is registered to be allocated a school place in Reception in September 2018 as the deadline date is fast approaching.

I strongly recommend you take the time to look around several schools. Each school will have its own unique feel and ethos. During your 'tour' you should be given opportunity to see the school in action and ask any questions you may have.

Headlands, like many other schools, offer such tours. Our tour operates each week. Please ring to confirm your attendance, if you wish to have one.

If you have already been on several tours and have decided on the school you wish your child to attend then the preference forms are now available.

**These forms are essential for you to complete by 15<sup>th</sup> January 2018 as they ensure your child is in the system and can be allocated a place.**

You are expected to complete the registration form online at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) or telephone 0300 126 1000 to request a booklet. The form is at the back of the booklet next to the back cover. Please complete it carefully identifying 3 different choices of school. This is very important as some schools are oversubscribed and your second/third choice place may be needed.

Once you have completed the form please return it to School Admissions by **Monday 15<sup>th</sup> January 2018** at the very latest. Again this is very important.

I hope you are allocated a place in your preferred school and look forward to seeing you, if I have not done so already, if you wish to have a tour of Headlands.

Yours sincerely

Darren Smith  
Head Teacher

Dear Parent/Guardian

You should have received a letter from the county council confirming your child's place at Headlands Primary School commencing in September.

I am writing to you to formally introduce myself as Head Teacher of the school and to officially welcome you to Headlands Primary School.

I hope this letter marks the start of a productive relationship between you and the school, and that together we can ensure your child stands the best chance of succeeding at school.

The school prides itself on the positive relationships it forms with parents and the numerous opportunities that you and your child will be able to access throughout your child's time here. If your child does not currently attend Headlands Nursery, could you please advise the school of the name of your child's current pre-school setting. Reception staff would like to visit your child there.

Within the next couple of months you will be receiving several letters from the school. These letters are important as they detail what the 'next step' is. Please keep an eye out for these letters and prioritise your attendance at the meetings.

To get the ball rolling, the first date for your diary is **20 June 2018** at 7:00pm in the school's lower hall. This meeting is for parents only and offers you the chance to meet your child's class teacher, have a look around their class and ask questions. In addition, you will receive more information that will detail further meetings. All the meetings are designed to ensure your child's transition into school is as smooth as possible.

I look forward to meeting you on at **20 June 2018** at 7:00pm.

Yours sincerely

Darren Smith  
Head Teacher

Dear Parent/Guardian

I am writing to you again, to remind you of the first important date for your diary and provide you with further information. Please find detailed below all the key information relating to your child starting at school. Please read the letter carefully and ensure that you and your child can attend when necessary.

Evening for Parents or Guardians of September 2018 Reception Children **20 June 2018** at 7.00pm.-8.00pm

This is an evening for parents only. It will begin at 7.00pm with a welcome from the Head Teacher. There will be a great deal of information given and an opportunity for you to order and pay for uniform, meet the staff, know your child's class, see the school and receive home visit dates and starting times for your child. Most importantly you will be able to ask any questions that you may have.

New Class Day – **9<sup>th</sup> July 2018.**

We would like to invite all Reception children into school for part of the day on July 9th. They will attend for a morning or afternoon session to meet their new teacher, teaching assistant and classmates. This visit is for the children to become familiar with their new classroom and routines and so it is important for them to be there at the beginning of the session. Once your child has settled, you may leave them and return at the end of the session to collect them.

Home Visits from **6 September 2018 – 12 September 2018**

As part of our settling in programme we will be visiting all Reception children in their home to get to know them and to complete the compulsory school admission forms. We do expect to visit all children so please let us know as soon as possible if you have a preference for a date or time of visit so that we can plan it into the schedule. Home visits take place between 9.00-12.00 and 1.00 - 3.00 on dates given. We can visit working parents during their lunch break. We hope to have time to play with your child - we will bring some toys and games to play with. You will receive the date and time for your visit at the Parents' Evening.

School Starts for Reception Children – **13<sup>th</sup> September 2018**

As long as the home visit and compulsory paperwork is completed, all children begin on a part-time basis, attending either mornings or afternoons, for one week. If you have a preference based on employment circumstances only, please let us know immediately.

On **Thursday 20<sup>th</sup> September** all children will attend school full-time.

It is absolutely essential for health and safety reasons to have all the required information on your child prior to entry. Your entry date cannot be adhered to if we do not have prior notice of all your details which are gathered during the home visit.

We look forward to seeing you on **20 June 2018** at the New Parent's Evening at 7.00pm.

Yours sincerely

Mr D Smith  
Head Teacher

June

Dear Parents/Guardian

I am contacting you to remind you about the first important meeting for your child. This meeting is very important as it provides you with most of the information you will need to ensure your child's schooling starts off well.

You may recall that we sent you a letter in May telling you of some future dates concerning your child starting school in September.

We look forward to seeing you at the first of these on **Wednesday 20 June 2018** from 7.00pm. - 8.00pm.

The meeting is for parents only and is to be held in the Top Hall of the school. Please park in the top car park and proceed to the Top Hall.

There will be a great deal of information given and an opportunity to meet the staff and visit your child's class.

In addition, we are expecting to visit all children at home before they begin school and you will be given the date and time for that visit, as well as starting dates and times. This is particularly important because children will not be admitted to school until a home visit has not been completed.

It is most important that at least one parent attend this evening event.

We look forward to seeing you.

Yours sincerely

Mr D Smith  
Head  
Teacher

## Appendix 5a

Name of child	
Your child's Class Teacher is	Miss Harvey      Miss Iqbal
Your child is in class	1 CH                      2RI
The house they are in	Birch    Oak    Cedar    Cherry
They will be attending part time from Thursday 13 <sup>th</sup> September - Wednesday 19 <sup>th</sup> September	mornings              afternoons
Your home visit allocated slot is  am slot- 9.30- 11.30  pm slot- 1.00- 3.00	Thursday 6 <sup>th</sup> September am Thursday 6 <sup>th</sup> September pm Friday 7 <sup>th</sup> September am Friday 7 <sup>th</sup> September pm Monday 10 <sup>th</sup> September am Monday 10 <sup>th</sup> September pm Tuesday 11 <sup>th</sup> September am Tuesday 11 <sup>th</sup> September pm

Reception New Parents Evening

- Questionnaire (Appendix 6a)
- Swimming Questionnaire (Appendix 6b)
- School booklet – Welcome to the Foundation Stage (Reception) (Appendix 6c)
- Safeguarding/Permission Form (Appendix 6d)
- Medication Letter and Form (Appendix 6e)
- Admission Form (Appendix 6f)
- Home School Agreement (Appendix 6g)
- School Shop Information (Appendix 6h)
- Free School Meals Form (Appendix 6i)
- New class day letter (Appendix 6j)

# Headlands Foundation Stage



Please help us to get to know your child by filling in this questionnaire together, thank you.

My name is.....

I like to be called .....

At home I like to play with.....

My favourite toy is .....

Other things I like to do are .....

My favourite story book is .....

My favourite song is.....

Please tick the appropriate answer:

I can get dressed by myself .....

I need some help to get dressed... ..

Mum or Dad dresses me.....

I can go to the toilet and wash my hands by myself.....

I need some help when I go to the toilet... ..

I need to be taken to the toilet by the adult.....

Please add any additional information you wish to share

Thank you for taking the time to fill in this questionnaire. We look forward to seeing you soon!

The Foundation Stage team

Headlands  
Foundation Stage



Reception Swimming Questionnaire

Child's name:

Class:

1. Has your child been swimming before?
2. If yes, how often do they go swimming?
3. Would you say your child is confident or nervous of water?
4. Does your child normally wear armbands when they go swimming?
5. Can your child swim – Aided (armbands or floats)  
Unaided (no aids)  
Not at all
6. Has or does your child attend swimming lessons out of school?
7. Has your child achieved any swimming awards? If yes, please list them.

Thank you for completing this questionnaire



## **RECEPTION**

Headlands Primary School

Pursuing excellence  
for every child

## ***Welcome to Headlands Reception***

### **WHAT WILL MY CHILD LEARN?**

Across the Early Years Foundation Stage there are 7 areas of learning, 3 prime areas and 4 specific areas. The prime areas begin to develop quickly in response to relationships and experiences, they run through and support learning in all other areas. The prime areas continue to be fundamental throughout the Early Years Foundation Stage and they are:- Personal, Social and Emotional Development, Communication and Language and Physical Development.

The specific areas include essential skills and knowledge. They grow out of the prime areas and provide important contexts for learning. They are:- Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

In addition to the daily curriculum all reception children go swimming weekly in the summer term (Terms 5 & 6). They also participate in a weekly PE session.

Before your child begins to read, they learn to develop their phonic skills. Letters will be sent home to help you support your child. When your child is ready, they will be given a reading book to take home. We value your support and encourage children to read at home every day.

### **TO HELP YOUR CHILD YOU CAN:**

Read at home every day, talk to them about friends and school life, encourage independence and looking after their own belongings, naming items will help this. Join in with thoroughly thrilling events, curriculum events and special assemblies.

### **YOUR CHILD WILL NEED TO BRING:**

A book bag, a named coat, a named PE kit and a named swimming kit on allocated days. Please check book bags daily when you read with your child as letters sent home may be inside. If a letter needs a response, please give what is requested to your child's class teacher, do not leave in the book bags. Please check the classroom windows for notices to remind you of PE days, swimming and special events.

## **HEADLANDS PRIMARY SCHOOL** **SCHOOL TERM DATES – 2018/2019**

### **Term 1**

<b>Closed to Pupils Training Day</b>	-	<b>Tuesday 4 September 2018</b>
<b>Closed to Pupils Training Day</b>	-	<b>Wednesday 5 September 2018</b>
School Opens	-	Thursday 6 September 2018
School Closes	-	Friday 19 October 2018

### **Term 2**

<b>Closed to Pupils Training Day</b>	-	<b>Monday 29 October 2018</b>
School Opens	-	Tuesday 30 October 2018
School Closes	-	Wednesday 19 December 2018

### **Term 3**

School Opens	-	Thursday 3 January 2019
School Closes	-	Friday 15 February 2019

### **Term 4**

<b>Closed to Pupils Training Day</b>	-	<b>Monday 25 February 2019</b>
School Opens	-	Tuesday 26 February 2019
School Closes	-	Friday 5 April 2019

### **Term 5**

<b>Closed to Pupils Training Day</b>	-	<b>Tuesday 23 April 2019</b>
School Opens	-	Wednesday 24 April 2019
<b>School Closed May Bank Holiday</b>	-	<b>Monday 6 May 2019</b>
School Closes	-	Friday 24 May 2019

### **Term 6**

School Re-Opens	-	Monday 3 June 2019
School Closes	-	Wednesday 24 July 2019

### **WHAT IF MY CHILD IS ABSENT?**

On the first day of your child's absence please ring the school office and leave a message on 01604 407098. There is an answer phone operating constantly day and night.

Once your child is 5 years old, absences or lateness will be followed up by the Education Welfare Officer, who comes in regularly to see registers.

If you need a holiday during the school term, you will need to write to the Head Teacher at least two weeks prior to the holiday date.

### **WHAT ABOUT SCHOOL UNIFORM?**

Uniform is available from the Uniform Shop, Order forms are available from the school office. Please clearly name all uniform, including P.E. kits, shoes and coats. In accordance with school policy and for security and, health and safety reasons, no jewellery should be worn in school.

### **And finally.....**

We hope that you and your children enjoy their Reception year with us. Please speak to a member of staff if you have any thoughts, comments or ideas on any aspect of your child's learning. Your support is very important to us.

### **HOW WILL I FIND OUT HOW WELL MY CHILD IS DOING?**

You will have an individual username and password so you can access your child's individual learning profile. Please let us know if you do not have access to the internet.

In June the Early Years Foundation Stage Profile will be completed for each child in Reception providing an assessment to celebrate achievement at the end of the Early Years Foundation Stage.

Records of Achievement will be kept of significant individual personal achievements during the year and these will go with your child as they move up through school. We feel it is important that every child experiences success in all aspects of school life.

### **WHAT ABOUT EQUAL OPPORTUNITIES?**

We endeavour to provide each child with the same opportunities irrespective of race, sex, religion or social class.

### **WHAT IF MY CHILD HAS SPECIAL NEEDS?**

For a variety of reasons, some children do not make as much progress as others. This may be due to a special educational need. Sometimes we as a school need to seek extra advice and support from outside agencies. Parents will always be consulted about this so that we can all work together to help your child.

## **WHAT HAPPENS AT LUNCH TIME?**

Children in Reception have about half an hour to eat their lunch in the Hall from 12.15 noon, after which they go out to play on the Lower Playground supervised by their Teaching Assistants until school resumes at 1.15 p.m.

### **Universal Free School Meal Entitlement**

From September 2014 the Government will fund all primary schools to provide every child in Reception, Year 1 and Year 2 with a free meal at lunch time.

Lunch is not provided for part-time children but when they become full-time, parents may send in a packed lunch, or we offer a freshly prepared, school meal. If you would like your child to have a lunch, we ask that you fill in a dinner order form which can be done online or fill in and hand in to the office. These school meals encourage healthy eating and are prepared on the premises.

Reception aged children will have a healthy snack during the morning. We do ask for a contribution of £1 a week towards snack which enables us to introduce the children to a wide variety of foods and drinks.

Please inform the class teacher of any special dietary requirements or allergies on your child's home visit.

## **WHAT IS EXPECTED OF MY CHILD?**

### **Home School Agreement:**

All parents of Reception aged children will be asked to read and sign our Home School Agreement, to ensure that all our expectations are consistent. This will be discussed on your child's home visit.

### **Positive Conduct Policy:**

We encourage our children to be considerate and caring of each other's needs, from the beginning of our Early Years Foundation Stage. We reward and praise positive behaviour with stickers and house points. Once a child has filled in their reward chart, you will be invited into our celebrations assembly on a Friday afternoon.

## **HOW CAN I HELP?**

The contribution you make to your child's education is highly valued. Headlands Primary provides lots of opportunities for parents to participate and contribute to their children's learning in many different ways. All of us working together as a team on your child's behalf is the key to their success in School.

## **PASTORAL SUPPORT**

We have a pastoral team, consisting of a Family Support Worker and 2 pastoral support staff. They can support families and children with a wide variety of needs.

## **HOW SAFE IS MY CHILD?**

Children are welcomed in through their own classroom doors and are met by their class teacher. All external doors are locked throughout the school day. If you arrive later than 8.55 a.m. you must take your child to the main School Office, where office staff will accompany them to their class. A member of the Reception team will hand over children at the end of the day one at a time, to parents or known carers (no under 16s to collect children). If someone different is collecting your child at the end of the day, please make the class teacher aware. If you arrive later than 3.20pm, you will need to collect your child from the main School Office. If you need to collect or bring your child at any other time in the school day, please go to the School Office first.

**Appendix 6d**

**Headlands Primary School Safeguarding GDRP**



Pursuing  
excellence for  
every child

Child's Name \_\_\_\_\_

Child's Class \_\_\_\_\_

Please complete all the sections below and return to your child's class teacher.

In order to safeguard our children and to ensure our records are kept up to date please could you indicate below that you agree/do not agree to the following:-

<b>Photographs ILD?</b>	<b>Permission (Please circle)</b>
<p>During the course of the school year we often take videos and photographs of your child for a variety of reasons, these may be displayed on school displays, on the website or on the blog. Occasionally, when children are involved in special activities/events, we may ask the local press along (if photographs are published in the local press only forenames will be used). We need your permission to allow your child to be photographed for these reasons.</p>	<p>Yes / No</p>
<p><b>Films</b></p> <p>From time to time, U certificate films for Reception to Year 4 and PG films for Years 5 and 6 may be used in school to either support the curriculum or during Golden Time etc. We need your permission for your child to watch a U/PG rated film.</p>	<p>Yes / No</p>
<p><b>Local Visits</b></p> <p>In support of the curriculum studies, School may take the children on a walk around the local area. (Should any trips involving a longer journey and transport be planned, a separate letter and permission slip will be sent to you). We need your permission for your child to take part in local visits.</p>	<p>Yes / No</p>
<p><b>Food Tasting</b></p> <p>Throughout the school year children are given the opportunity of tasting and handling various foods. We need your permission to allow your child to participate. (Please notify us of any allergies your child may have in the space below).</p>	<p>Yes / No</p>
<p><b>Birthday Treats</b></p> <p>Occasionally children will bring treats into school, on their birthday, to share with their friends at the end of the school day. We need your permission for your child to receive such treats.</p>	<p>Yes / No</p>

<p><b>Collection from school</b></p> <p>For safety reasons, School also needs to know who would usually collect your child at the end of the school day and would therefore request that you confirm below the usual arrangements that are in place.</p> <p><b>Usual Arrangements</b></p> <p><i>(When a different arrangement occurs, please either inform the Class Teacher direct or contact the School Office. Persons collecting must be aged 16 years or over).</i></p>
--

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Dear Parent/Guardian

### **ADMINISTRATION OF MEDICATION IN SCHOOL**

All parents are welcome to read our Administration of Medicine at School Policy. A printed copy is available for inspection in our Reception and it can also be reviewed on our website at [www.headlandsprimary.co.uk](http://www.headlandsprimary.co.uk)

#### **Parents of Asthmatic children and children requiring Epipens.**

At this time of year we update our records concerning prescribed medicine which is brought to school for use for children with asthma or severe allergic reactions.

Please sign the authorisation form attached to this letter and return it to your child's class teacher. We are not able to give your child any medication without this signed form. It is essential that all such medicine is clearly labelled, is within its use-by date and is available in school.

#### **Medicine prescribed by a doctor for a short period only**

On rare occasions a child will be prescribed medication which means that a dose has to be given at lunchtime. This will generally be only when the medication is to be given four times a day. The attached form will also need to be completed in these cases.

Further copies of these forms are available in the office.

Yours sincerely

Mr D Smith.  
Head Teacher

Encl. Medication Consent Form

**HEADLANDS PRIMARY SCHOOL**  
**MEDICATION CONSENT FORM**

This form must be completed in full and returned to your child's class teacher  
or the school office as soon as possible.

Please note that we will not give your child any medication unless you complete and sign this  
form and the Head Teacher has confirmed that school staff have agreed to administer it.

**Pupil Details**

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Address \_\_\_\_\_

M/F

Date of Birth

Class

**Medication 1 – Please provide full directions for use of the medication**

Name/Type of Medication \_\_\_\_\_ Date Dispersed \_\_\_\_\_  
(As described on the container)

Reason for Medication (e.g. Asthma/Allergy) \_\_\_\_\_

How long will your child need to take this medication? \_\_\_\_\_

Dosage and amount \_\_\_\_\_  
(As per instructions on the container)

Method \_\_\_\_\_ Timing \_\_\_\_\_

Special Precautions \_\_\_\_\_

Self Administration \_\_\_\_\_

Any side effects school should be aware of \_\_\_\_\_

**Medication 2 – Please provide full directions for use of the medication**

Name/Type of Medication \_\_\_\_\_ Date Dispersed \_\_\_\_\_  
(As described on the container)

Reason for Medication (e.g. Asthma/Allergy) \_\_\_\_\_

How long will your child need to take this medication? \_\_\_\_\_

Dosage and amount \_\_\_\_\_  
(As per instructions on the container)

Method \_\_\_\_\_ Timing \_\_\_\_\_

Special Precautions \_\_\_\_\_

Self Administration \_\_\_\_\_

Any side effects school should be aware of \_\_\_\_\_

## Headlands Primary School Admission Form

Bushland Road, NN3 2NS Tel: 01604 407098 Fax: 01604 416115  
Email: [darren.smith@headlands.org.uk](mailto:darren.smith@headlands.org.uk)  
Website: [www.headlands.org.uk](http://www.headlands.org.uk)  
Headteacher: Mr Darren Smith – B. Ed (Hons) N.P.Q.H.

Thank you for choosing Headlands Primary School for your child.

The school is required under **Data Protection** legislation to comply with essential good practice in respect of the information collected here and to manage it securely. The individuals who are the subject of the information or who have parental/guardian responsibility are generally entitled to see the information and are encouraged to help keep the information up to date. This information will be used for educational, welfare, planning or managerial purposes. Please complete this form fully to ensure we have all the relevant information we need. For ease of reading and copying, it would be greatly appreciated if you could complete this form with a black pen, writing in block capitals.

INFORMATION RELATING TO YOUR CHILD					
School Year:		Class:		Date of birth:	
				Sex (M/F)	
Legal Surname of child: <i>(Name on birth certificate)</i>				Preferred surname: <i>(Name used in school)</i>	
Legal Forename of child: <i>(Name on birth certificate)</i>				Preferred forename: <i>(Name used in school)</i>	
Parent/Guardian 1			Parent/Guardian 2		
Title:			Title:		
First Name:			First Name:		
Surname:			Surname:		
Does this parent/guardian have parental responsibility? <i>(Please tick)</i>			Does this parent/guardian have parental responsibility? <i>(Please tick)</i>		
Yes <input type="checkbox"/> No <input type="checkbox"/>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
If parents are separated or divorced please provide details of any court order or child arrangements order that are in place:-					
Address Details of Parent/Guardian 1			Address Details of Parent/Guardian 2		
Post code:			Post code:		
Home Telephone:			Home Telephone:		
Mobile Telephone:			Mobile Telephone:		
Email Address:			Email Address:		
Please tick the box if the child lives at this address <input type="checkbox"/>			Please tick the box if the child lives at this address <input type="checkbox"/>		

Emergency Contact Details				
<p>Please list below, <b>in order of priority</b>, all Parents and Contacts who should be contacted in the case of an emergency. <b>This information is very important to us.</b> If your child becomes ill during the day we need to be able to contact you, or someone acting for you who are able to collect your child. Please give at least two contact numbers. <b>Please note that whoever you select as Priority 1 will be the person/s the school will contact via SchoolComms.</b></p> <p style="text-align: center;"><i>(You can select more than one person to be priority 1).</i></p>				
Priority Number (1,2,3,4)	Name of Contact	Relationship to child (eg Aunt/Uncle)	Address (Including postcode)	Telephone Number (Please specify if it is Home/Work/Mobile)

Office use only:

Admission Date:		Admission Number:		Birth Certificate Verification:	
-----------------	--	-------------------	--	---------------------------------	--

Position of child in family (Please circle)					Name and Address of Previous School/Nursery (if applicable)					
1   2   3   4   5										
Other children in the family										
Name:					DOB:			School:		
Name:					DOB:			School:		
Name:					DOB:			School:		
Name:					DOB:			School:		
Medical/Dietary/SEND Details										
Doctor's Surgery:							Surgery Telephone No:			
Medical Conditions:							Dietary Needs:			
If your child has any long standing illnesses, health problems or disabilities which mean that they have substantial difficulties with any areas of his/her life please give details below:-										
Has an Education Health Care Plan (EHCP) been issued in respect of your Child? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>										

**Ethnically based statistics (To be completed on behalf of all children)**

The collection of ethnically based data is becoming increasingly recognised as a means of identifying needs and thus ensuring fair and equal treatment for all. The information you are asked to give below is for educational purposes and will be used only to enhance the provision for all pupils in school. **Please tick the most appropriate boxes below.**

Ethnic Origin of Child				Main language normally spoken in the child's home		Religion of Child	
Category	Ethnic Type	Please tick	✓	Please tick	✓	Please tick	✓
White	British			Arabic		Anglican	
	Irish			Bengali		Baptist	
	Traveller of Irish Heritage			Cantonese		Christian	
	Gypsy/Roma			English		Church of England	
	Any other White Background (please specify below)			Greek		Hindu	
Mixed	White and Black Caribbean			Gudjurathi		Jehovah's Witness	
	White and Black African			Hindi		Jewish	
	White and Asian			Italian		Methodist	
	Any other mixed background (please specify below)			Punjabi		Muslim	
Asian or Asian British	Indian			Polish		No Religion	
	Pakistani			Portuguese		Roman Catholic	
	Bangladeshi			Somali		Sikh	
	Any other Asian background (please specify below)			Spanish		United Reformed	
	<b>Country of Birth:</b>			Swahili		Other (please specify)	
Black or Black British	Caribbean			Turkish			
	Other Black African			Urdu			
	Somali			<b>Nationality:</b>			
	Any other Black background (please specify below)			Other (please specify)			
Chinese	Chinese						
Any other ethnic group	Vietnamese						
	Any other ethnic group (please specify below)						

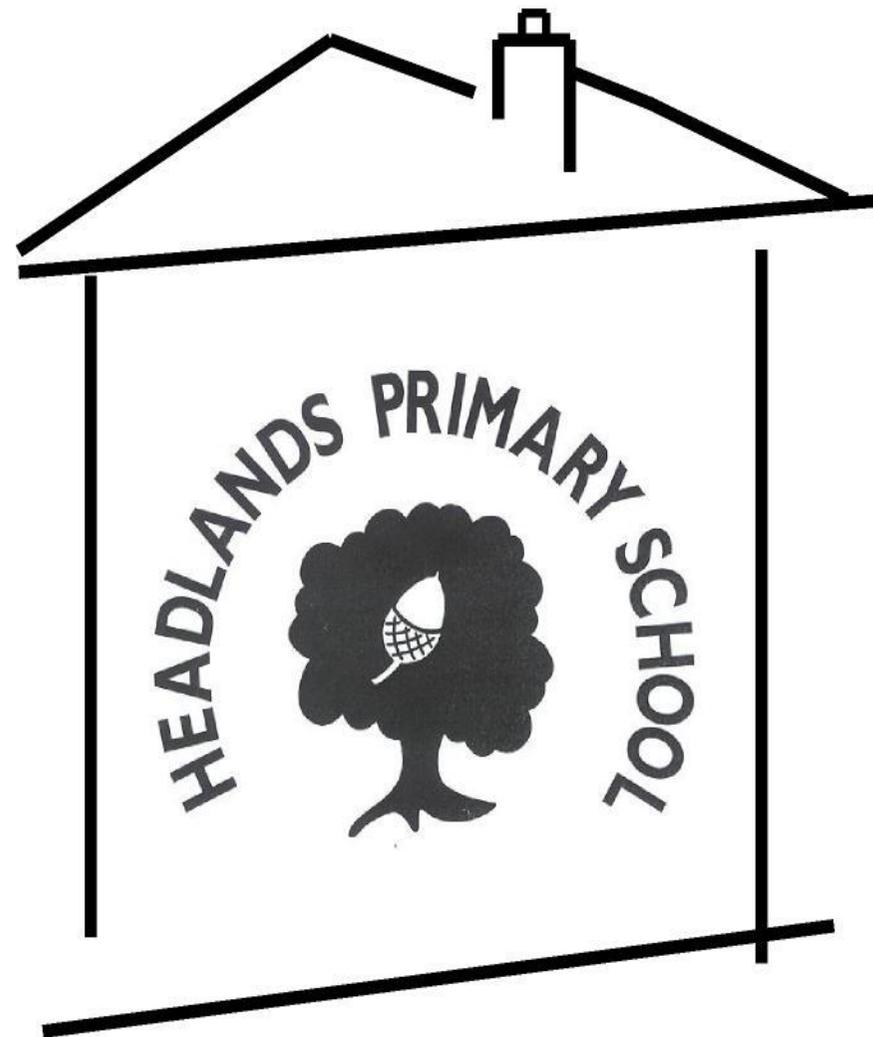
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (in block capitals): \_\_\_\_\_ Title \_\_\_\_\_

## THE CHILD

- Do complete all homework tasks set by my teachers, by the date they tell me
- I will show **determination** in all I do
- I will try my best to **achieve** all the learning goals and tasks I am set.
- I will show **respect** for myself, others and the school
- I will try to **enjoy** my time at Headlands

Child's Signature	Parent's Signature	Year	Teacher's Signature
		Reception	
		1	
		2	
		3	
		4	
		5	
		6	



Child's Name .....

**THE SCHOOL** will try to support your child's learning in partnership with the family by:-

- providing a caring, safe, happy and supportive learning environment in which your child is a valued member of the school community.
- encourage a love of learning by praising and rewarding success and effort.
- ensuring that your child has the opportunity to achieve his/her full potential through a broad and balanced curriculum.
- setting high standards of work and behaviour by building positive relationships and encouraging responsibility for themselves, others and the environment.
- informing you of your child's progress through regular Open Evenings and discussions.
- building strong home/school links by written reports and homework.

Signed .....Head Teacher

## **THE FAMILY**

I/We will try to support my child's learning in partnership with the school by:-

- ensuring that my child attends school regularly, on time and is properly equipped and dressed appropriately for the school day.
- encouraging a love of learning by praising success, valuing achievement and taking a positive interest in my child's school life.
- making the school aware of any concerns or problems that might affect my child's work or behaviour.
- supporting my school's policies and guidelines for behaviour.
- supporting my child in his/her learning by overseeing homework and providing other opportunities for home learning.
- attending Parents' Evenings and discussions involving my child's progress.

Signed ..... Date .....

School Shop Information

**The Schoolwear Shop Ltd – Northampton**

40 – 42 Abington Square, Northampton, NN1 4AA.

Opening hours 9 am – 5.30 pm Monday to Saturday.

Telephone: 01604 635828 Fax: 01604 636828

**Do you receive one of the following benefits;**

- Income Support**
- OR
- Income Based Job Seekers Allowance**
- OR
- Child Tax Credit Only (with no element of Working Tax Credit and a household income below £16,190)**
- OR
- National Asylum Seekers Support**
- OR
- Guarantee Element of the State Pension Credit**
- OR
- Employment and Support Allowance (Income-Related)**



You may still be eligible if you are in receipt of Working Tax Credit and have recently reduced your hours to less than 16 hours per week or have become unemployed, please contact the Free School Meals team on **01604 236656** or **freeschoolmeals@northamptonshire.gov.uk** for further information.

Name (parent/carer): (Mr/Mrs/Miss/Ms/other) .....

Address: .....

Postcode: .....

Date of Birth: .....

National Insurance Number or NASS Number: .....

(Can be found on your benefit letters)

	Child 1	Child 2	Child 3	Child 4
Used Name				
Legal Name (if different)				
Date of Birth				
Your Relationship to the Child				
School				



**Does your child go to Secondary School?**

If your child attends a 'non-cashless' secondary school you will need to provide a photograph of them for their ID card. This card allows them to access their meal in the school canteen. Please send us a clear photo, including their name, date of birth and school on the back.

Alternatively you can email a photo to **freeschoolmeals@northamptonshire.gov.uk**

**Other ways to apply**

**Online.** If you apply online for Free School Meals at **www.northamptonshire.gov.uk/freeschoolmeals** you will get an instant answer to let you know if you are eligible. Your school will be notified within 2 working days.

**Text.** You can apply by texting FSM, your full name, National Insurance Number (or NASS number), your date of birth, your child's name and school to 60622.

By texting 'FSM' and your details to 60622 you are agreeing to enable Northamptonshire County Council to check your eligibility for Free School Meals with the relevant benefit provider. You will be charged the normal text message rate for using this service.

**Once you have been accepted for Free School Meals, you will need to make sure you order your child's meals. Contact your school to get a school meal order form to begin ordering Free School Meals for your child.**

**Nourish**

We are launching a new school meal service called Nourish in 226 schools across the County over the next three years. To find out more about Nourish, visit **www.northamptonshire.gov.uk/nourish**

- I understand that my entitlement to Free School Meals will continue only for as long as I receive one of the qualifying benefits and I agree to inform you immediately if my benefit or tax credit entitlement changes, or if I change my address.
- I certify that the information given on this form is to the best of my knowledge and belief correct, and I hereby give permission for Northamptonshire County Council to check my eligibility status with the relevant benefit providers.

**Signed**

If you have any questions about this form, please contact the Free School Meal Team on **01604 236656** or **freeschoolmeals@northamptonshire.gov.uk**

For more information, please visit **www.northamptonshire.gov.uk/freeschoolmeals**

Or return this form to:  
 Free School Meals  
 Student Services  
 Northamptonshire County Council  
 Room 15, County Hall  
 Northampton NN1 1DN

For office use only
Assessed by: .....
DCSF System checked: .....
School notified: .....



Dear .....

I am contacting you to remind you about the next very important date for you and your child.

We are looking forward to seeing you and your child on **9 July 2018** on New Class Day. This is the day when all children in the school move on to spend a day with their new class teacher for September 2018. We also invite our new Nursery and Reception children for half a day.

If your child has been given a morning session, it will run 9:00am – 11:30am If your child has been given an afternoon session, it will run 12:40pm-3:10pm

Please ensure you arrive in good time to help your child feel settled and ready to start the session. You are welcome to stay a little longer with your child if you feel it appropriate.

I feel sure that your child will have a fun session and that by the end, they will feel ready to start their schooling in September (and will probably want to start sooner).

Yours sincerely

Mr D Smith Head  
Teacher

## HOME VISIT GUIDANCE – FOUNDATION STAGE

### **ALWAYS VISIT IN PAIRS!**

1. Communicate with the child and parent to establish an initial relationship.
2. Nursery - Fill in the Headlands Admission Form (Appendix 7a) with all personal details, particularly emergency contact numbers.
3. Reception – Check admission information held by the school for those children transferring from Headlands Nursery or fill in admission form for new child.
3. Collect information on any health/medical/diet problems. Ask parents to complete any medicine authorisation slips where needed.
4. Discuss the questionnaire circulated to parents at their Induction Evening and collect completed picture from Reception children.
5. Go over the procedure for the first few weeks:-
  - Staggered entry
  - Starting dates and times
  - Procedure for the beginning and end of each session
  - Attendance (Importance of attendance and arriving on time)
  - Absence – if absent importance of ringing in and leaving message
  - Entry assessment/Foundation Stage
6. Record information in note form then write up onto Home Visit Report Form on returning to school.
7. Parents to read and sign Local Visit/Photograph/Food Tasting Permission Letters
8. Reception only – leave a copy of Headlands Home School Agreement, after brief explanation, for parents to return to school (Appendix 7e).
9. Please leave a copy of Home Visit Schedule with the office for safety and security purposes.
10. Contact any parent immediately if home visit is not completed to arrange a further date and time. Entry to school and nursery will be delayed if this cannot be completed prior to entry date.
11. Parents are informed about referring any concerns about safety of their child to the Head Teacher

FOUNDATION STAGE - HOME VISIT REPORT

CHILD'S NAME..... DATE.....

VISITORS.....

Family Background

Child's interests and favourite toys

Concerns

Medical

Dietary Requirements

Involvement of other agencies e.g. Speech Therapy, Social Workers, Child and Family Guidance, Child Development Centre, Health Visitor

Dear .....

We arrived at your home, to complete a home visit for your child, on the date and time agreed but unfortunately you were not in.

As such we have not completed the compulsory school paper work required by law to admit your child and therefore at present your child is not ready to start their schooling at Headlands Primary School.

If you still require your place, it is essential that you ring the school to make an appointment to see your child's class teacher as soon as possible.

If you do not contact the school within one week of receiving this letter we shall assume you no longer require the place allocated to you and may reallocate to a child on our waiting list.

Please contact the school as soon as possible.

Yours sincerely

Class Teacher

## **Frequent Asked Questions about Infant class prejudice appeals**

An infant class prejudice appeal can only succeed if the panel finds that:

- a) The admission of additional children would not breach the infant class size limit (of 30); or
- b) The child would have been offered a place if the admission arrangements had complied with admissions law or were correctly and impartially applied; or
- c) The admission authority's decision to refuse a place was not one which a \*reasonable admission authority would have made in the circumstances of the case.

\*the threshold of reasonableness is high. The panel will consider whether the decision was:

'perverse in the light of the admission arrangements' or  
 'beyond the range of responses open to a reasonable decision maker' or  
 'so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it'

### **1 Who can appeal?**

Any parent whose application for a Reception, Year 1 or Year 2 school place has been refused is entitled to appeal (one per academic year for each school refused).

### **2 When should I appeal?**

Within 20 school days of receiving a letter refusing a place at your preferred school (s).

### **3 How do I appeal?**

Complete and submit the on-line appeal form, or download an appeal form from our website (see Appendix 12a).

### **4 What happens after I have submitted the appeal form?**

- You will receive acknowledgement of receipt within 7 working days.
- Arrangements will be made to convene your appeal in accordance with the published timescales.
- You will be sent advance notice of the appeal date, 10 school days in advance.

### **5 Who will consider and decide my appeal?**

An Independent Appeal Panel of 3 people will consider submissions from you and the Admission Authority and decide whether or not to uphold your appeal. The panel's decision will be binding on the school and Local Authority.

### **6 Where will the appeal be held?**

The majority of appeals are held in Northampton, but others will be held in the area where the school and most appellants are located.

### **7 Can I attend the appeal?**

Yes, it is recommended that you attend, but you should arrange childcare to avoid bringing young children with you to the appeal. Child care cannot be provided at appeal venues. It is important that you and other appellants are able to hear and participate in the appeal without distraction and that the panel can listen carefully to what each person says.

## **8 Can I bring someone with me?**

Yes, you may be accompanied or represented by anyone of your choosing, provided that there is no conflict of interest. For example, no member of the school which is the subject of appeal can support your appeal, as there would clearly be a conflict of interest.

## **9 Will my appeal be considered even if I don't attend?**

Yes. The Independent Appeal Panel will question the allocation process including any distance measurements to ascertain whether any error or unfairness had occurred in the allocation process, and consider your written reasons for appeal before coming to their decision.

## **10 What will happen at the appeal?**

- A Clerk will greet you and explain the procedure to be followed.
- You and the Admission Authority will be invited into the meeting room together.
- The Independent Appeal Panel of 3 people will hear submissions from the Admission Authority and yourself, after which you will both leave the room.
- The Panel will make its decision later, in private. The panel's decision will be explained in a letter to you and the Admission Authority within 5 working days, or within 10 working days if there are several appeals for the same school.

## **11 What can I do if my appeal is unsuccessful?**

You will need to either accept the school place offered to your child, or ask the Local Authority Admissions Team about other available schools.

Your child's name will remain on the school's waiting list in case a place becomes available at a later date.

## **12 What happens if my appeal is successful?**

The school will be notified of the panel's decision, which is legally binding unless overturned by the courts.

The school will contact you to make the necessary arrangements for your child's admission to the school. You may contact the school yourself, once you have received a letter notifying you of the panel's decision.

## **13 What can I do if I believe there was a flaw in the appeal process?**

You can write to the Appeals Manager in the first instance (Appeals Manager, Northamptonshire County Council, P O Box 136, County Hall, Northampton, NN1 1ED), to explain the alleged flaw. The Appeals Manager will investigate and respond to you in writing to inform you whether your allegation justifies offering you a fresh appeal.

Alternatively, you can complain to the Local Government Ombudsman at 02476 820 000 or via their website at [www.lgo.org.uk](http://www.lgo.org.uk).

## **14 How can I get the panel's decision overturned?**

By seeking Judicial Review through your own legal representative, at your own cost.

## **15 Can I appeal again if my appeal is unsuccessful?**

You can only appeal once in respect of each academic year/school, unless there have been significant and material change in the circumstances of the parent, child or school. If the admission authority accepts a second application under these circumstances, but is unable to offer a place, you will be entitled to a new appeal with a different panel.

**NOTICE OF APPEAL**

**IN RESPECT OF INFANT CLASS SIZE PREJUDICE**

**PLEASE COMPLETE IN BLACK INK – after reading the Frequently asked questions**

Please return the completed form **AS SOON AS POSSIBLE** to: **Appeals Team, Leadership Support and Democracy, Northamptonshire County Council, County Hall, George Row, Northampton, NN1 1DN.**

**Alternatively you may e-mail your completed form to [AppealsTeam@northamptonshire.gov.uk](mailto:AppealsTeam@northamptonshire.gov.uk)**

Name of child .....

Child's Date of Birth ..... **Male or Female**.....

Names of appellants: (Mr/Mrs/Ms) .....

Relationship to child: .....

Address .....  
(including  
postcode) .....

Day time Telephone Number: .....

e-mail address:.....

Child's current school .....

Year group for which you applied: (please circle which): Reception / Year 1 / Year 2

Name of School offered by the Council:.....

I would like to appeal for a place at the following School(s)]

**If you have not applied for a place at any of the above schools, your appeal will not be processed.**

Please indicate whether you would be attending the appeal hearing: Yes  No

If you require Disabled access/support to enable your attendance, please state your specific needs

Do you require a Sign or Language Interpreter to attend the appeal with you? Yes  No

If Yes, please state language/dialect and specific requirements:

.....  
Continue to next page

**Please note that your appeal will not be processed unless you state your grounds for appeal.**

**Reasons:** (Attach supporting evidence wherever possible for a) b) or c). An infant Class appeal can only be upheld under a), b) or c) below. Please give your reasons under the appropriate section. If you wish to give other information to the panel, please attach a separate page.

**a) My child would have obtained a place if an error in the allocation process had not occurred because:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**b) My child would have obtained a place if the School or Local Authority had complied with the School Standards and Framework Act 1998 (as amended) or the Admissions Code because:**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**c) The decision to reject my child's application for a school place was unreasonable in light of the admissions arrangements, because:**

.....  
.....  
.....  
.....  
.....  
.....  
.....

**Continue on a separate page if necessary.**

**Declaration**

I have read the Frequently asked questions and understand that I can tell the panel anything I wish, but my appeal can only be upheld if one of the above conditions are met.

**Signature of Parent/Guardian**..... **Date:** .....

## Headlands Primary School

### Mid-Phase Induction Policy

#### Contents

1. Introduction
2. The School Context: Responding to the Needs of New Arrivals
3. Leadership and Management
4. Inclusive Induction Procedures
5. Roles and Responsibilities
6. Curriculum Access
7. Parental Involvement
8. Implementation
9. Evaluation & Review

## **1. Introduction**

This policy aims to ensure the inclusion and achievement of all new mid-phase arrivals at our school, including those from challenging circumstances. Pupils who arrive and leave at unplanned times, “additional admissions”, do so for a range of reasons. Some may have moved from another school in this county, others may be moving from another area of the country or the world. Some pupils may be placed with us as a result of slight communication difficulties or be a looked after child placed by social services. These new arrivals can often have to cope with difficulties such as being new to English, experiencing family separation, homelessness or being from a refugee or asylum seeker background.

Though many newly arriving pupils are highly motivated and achieve success at school, they can face many barriers. They may be separated from their main carer or bereaved. Significant numbers of pupils live in low-income, often overcrowded households and are frequently eligible for Free School Meals. They can experience racism outside school. Many newly arrived families may be disadvantaged by lack of knowledge of education services and their lack of English.

Children may also be undergoing social readjustment, need speech and language support and may have difficulties accessing the curriculum due to gaps in education or differences in the education systems they have previously experienced.

## **2. The School Context: Responding to the Needs of New Arrivals**

Headlands Primary is a mixed, multi-cultural, multi-ethnic primary school. The majority of our pupils both in the main school and in our nursery unit are from EAL homes and we currently have at least 28 different home languages used in our school.

We also have a children’s centre attached to our school that does a great deal of work within our immediate community and, in conjunction with other children’s centres, across the town.

Many pupils join the school outside normal admission times. The majority of these are learning English as an additional language. Many of these pupils arrive from overseas and their reasons for coming in to the UK can include family and friendship links, education, economic reasons or political reasons, including seeking asylum.

### **Our commitment**

Headlands Primary School is committed to providing all new pupils with:

- A welcoming, safe and stress-free environment.
- The understanding that they will be listened to and have their opinions taken into account.
- Time to adjust and manage change and dislocation.
- Knowledge that they are valued and belong even if their stay in our school may be short.
- Having their language and curriculum skills recognised and valued with opportunities to use their home language.
- The feeling they are part of the normal classroom and learning environment.
- Accessible learning opportunities; with learning tasks that have relevance and purpose; and access to the whole curriculum.
- Opportunities to work with peers and build friendships; positive social interactions that create opportunities for meaningful communication, sharing of skills and mutual support.
- A curriculum that recognises their cultural heritage and life experiences.
- Access to study support out of school hours, such as homework clubs and learning mentor support.
- Opportunities for children to piece together their difficult experiences and restore their self-esteem.
- The attention of, if appropriate, a particular adult such as a teacher, learning support assistant or learning mentor to meet and review progress.
- The involvement of their parents in their schooling.
- Support and guidance through transition if or when they have to move on to another school.

### **3. Leadership and Management**

As a whole school we are committed to the inclusion and achievement of all new arrivals. School management will consistently:

- Be proactive in promoting robust procedures for the admission of mobile pupils.
- Work with all staff and pupils, and in partnership with parents and the wider community to ensure effectiveness.
- Ensure that this policy is followed.
- Ensure that the policy is reviewed annually and changed as appropriate.

### **4. Inclusive Induction Procedures**

All staff play a vital role in the induction process. To support pupils' pathways into the curriculum our induction procedures facilitate:

- Good communication with parents.
- Establishing and maintaining good working relations with the LA admissions team
- The gathering of accurate information.
- Good initial assessment.
- Dissemination of information to enable teachers and support staff to plan for welcome and induction.
- Further targeting of effective support to more vulnerable pupils and their families.

#### **1. Initial contact with new arrivals and their parents:**

When the Local Authorities Admissions department contact us and the parents who require a place we make an initial telephone contact, where we establish if the family need interpreting support for their admission meeting. If possible, we used our line resource [www.EMASUK.com](http://www.EMASUK.com), book an interpreter for the meeting, or one of the bilingual members of our school community are asked to provide interpretation.

#### **2. Admission meeting**

New pupils and their parents arrive for a welcome from, and an admission meeting with, the Administration Officer, the Home School Liaison Office and/or Ethnic Minority Manager. The admission meeting is usually held on Monday afternoon and where necessary some form of interpretation support will be made available

The admission meeting follows the following programme:

- Admission forms will be completed.
- The new families are introduced to the formal aspects of the school, including expectations and routines.
- Other important information is shared, such as timetabling of PE.
- There is a tour of the school.
- The admission form is copied by the Administration Officer and a copy retained in the pupil's Yellow Folder. Copies will be distributed to Head Teacher, Deputy Head, Class Teacher, SEN Co, School Nurse, Ethnic Minorities Manger, and other staff as appropriate.

### **3. Preparing for the pupil's first day**

- A date will be set for the pupil to join the school for an induction session and to meet their new class, generally the next Thursday morning of the term, so they can begin to settle in to their new peer group gently.
- The school's Office Manager will be responsible for the initial induction session for each new arrival and will ensure the pupil/s are familiar with the school and their class before leaving the pupil/s with the Class Teacher.
- The Office Manager will liaise with the Class Teachers to inform them that a new arrival is due so they can prepare for each new arrival before their first day by:
  - Preparing books and equipment, incl. having writing and other learning tools available.
  - Preparing 'buddies' to support each new pupil.
  - Modifying teaching to meet the new pupil's needs.

### **4. First day in school**

- The new pupil is welcomed by his/her new class and buddies.
- The child's settling-in is carefully monitored by the class teacher and by staff on break duty.
- The Ethnic Minorities Manager will discuss the initial baseline and set short-term settling in targets.

### **5. Initial assessment**

The pupil will be allocated to an appropriate group and work set as deemed appropriate.

### **6. Reviewing progress**

The class teacher and the Ethnic Minorities Manager or SENCO (if appropriate) informally review the progress of all new arrivals:

- If there are concerns, these are shared with appropriate staff. The school offers pupil review meetings at least termly both with key staff and parents.
- A support programme is developed if required, with other agency involvement where appropriate

## **5. Roles and Responsibilities**

We are committed to ensuring:

- That all staff have an opportunity to become familiar with admissions procedures.
- That all staff understand their roles.
- That key staff have access to training on the welcome and inclusion of new arrivals, raising awareness of their needs and entitlements.

A whole school procedure is explained above. This identifies key roles for different members of the school staff. However, all staff and children in the school have a role in welcoming new arrivals.

### **School staff will:**

- Make initial contact with families who need to visit our school following Admissions offering their child/ren a place.
- Provide families with information about the school.
- Lead the admission meeting.
- Arrange a date and time for the admission meeting and co-ordinate the attendance of any other stakeholders e.g. Ethnic Minorities Manager, Inclusion Manager etc.
- Explain formal aspects of the school, complete the Admissions Pack with parents and carers and ensure copies of the relevant forms are disseminated to the class teacher, the school nurse, Ethnic Minorities Manager and the SENCO (as appropriate).
- Organise some form of interpretation, if needed.
- Set up yellow folder and retain master copies of admission forms.
- Keep up to date copies of multilingual material e.g. letters, leaflets etc. - EMAS
- Assist families to apply for Free School Meals if they are entitled to them.
- Use EMAS and Google Translate to ensure effective lines of communication.

### **The Head Teacher will:**

- Welcome new families and children.
- Oversee the admission procedure and occasionally hold meetings with the local authority or social services for Designated Special Provision unit admissions or looked after children, and some other new families and children, explaining the formal aspects of the school.

### **The Ethnic Minorities Manager will:**

- Welcome families to our school and attend admissions meetings as required.
- Liaise with the Class Teacher to discuss induction matters, including materials needed for initial assessment activities.
- Discuss suitable EAL support with class teachers and TAs where appropriate.
- Ensure that new arrivals information is recorded on the EAL Class Profiles.
- Advise class teachers on strategies and resources for accessing the curriculum.
- Liaise with staff and monitor how new arrivals have settled into school and maintain appropriate records.
- Ensure that all EAL pupils have a language in common grid in the class folder for recording progression.
- Liaise promptly with class teachers and the SENCO when a child arrives with identified Special Educational Needs.
- Liaise with the previous school as and when appropriate.

### **Class teachers will:**

- Ensure that the pupil's learning and pastoral needs are met by:
  - making sure to read the Admissions Pack and initial assessment information.
  - Acknowledging children's previous learning, achievements, experiences and cultural backgrounds.
  - building on and extending children's existing progress and achievement.
  - disseminating information to teaching assistants and other support staff.
  - liaising with other staff as appropriate.
  - Plan activities and interventions to support the pastoral needs of new-arrivals.
- Ensure that the class is a safe and welcoming place for all newly-arriving children by:
  - preparing a coat hook, books and equipment as appropriate.
  - helping children to learn class routines, rules and expectations.
  - preparing the class for new arrivals and appointing 'buddies'.
  - employing the skills of class peers, particularly same language pupils for new EAL pupils, to welcome children through buddying activities.

### **Bilingual Support within School**

Headlands Primary School benefits from a subscription to an online translation site, EMAS UK and Google translator and being part of a wide multi-lingual community. Many members of our school community, including pupils, may contribute to the welcome and integration of new arrivals and their families by offering:

- A positive welcome to the whole family.
- Interpretation services.
- Informal discussions with parents to reassure and countering fears of parents about a possibly unfamiliar education system.
- Linking parents to community networks in the area where appropriate, such as our on-site Children's Centre.

## **6. Curriculum Access**

We will ensure that all new arrivals access the curriculum as quickly as possible:

- New pupils will be placed in appropriate groups and classes.
- Those with a statement of SEN will have appropriate support in place within the first two weeks.
- Teachers will ensure new pupils are well supported by their peers.
- Teachers will enable new pupils to become familiar with subjects they are to follow.
- Teachers will ensure that the integration of new pupils does not reduce the progress of others.
- EAL Pupils' English language skills will be assessed using Literacy or Numeracy (as appropriate) and developed to ensure progression.
- Strong links will be developed with parents, carers and other agencies.

We will accelerate the achievement of all new arrivals:

- Teachers' lesson planning will address their diverse needs.
- Teachers will set targets to support settling in and achievement, accompanied by rewards, and tracking will be used to monitor and demonstrate progress.
- New pupils will be given opportunity to continue to develop their first language skills.
- Our curriculum and resources will reflect the background of new arrivals.
- We offer a range of opportunities before, after and during the school day to enable supported self-study and social opportunities, including; homework club, after school, sports clubs, drama clubs, film club and arts and craft club.
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## **7. Parental Involvement**

Headlands Primary School will provide the parents of new arrivals with:

- A warm welcome from a senior member of staff.
- The opportunity of a strong relationship and productive dialogue with us.
- Good communication, with interpretation services used when needed.
- Sensitivity towards, and supportive of, the varying backgrounds, needs and circumstances of all new pupils.
- Active encouragement to be involved in their children's learning both at home and at school.
- Information and advice about the education system and the school curriculum.

## **8. Implementation**

SMT will liaise closely with the Ethnic Minorities Manager to carefully plan implementation:

- Any training needs will be identified so our school can arrange INSET or CPD as necessary.
- Cost implications to the school will be considered, e.g. interpretation services.
- Monitoring data will be used to further inform planning, target setting and decision making.
- The Ethnic Minorities Manager will meet key staff to initiate the changes as required.
- The policy and procedures will be disseminated to all staff.
- Each subject coordinator will audit their own policy and curriculum area then make any changes necessary in order to comply with this policy.

## **9. Evaluation & Review**

This Policy will be reviewed annually.