



## The Five Islands School

### Admissions Policy

#### Introduction:

Pupil admissions to The Five Islands School are more straightforward than they are in many other schools in this country. With just one school on the islands parents have no choice as to where they send their child and the school accepts its obligation – within certain caveats - to accept all pupils of compulsory school age who live on the islands. Where relevant to our circumstances this policy complies with the legal framework set out in Section 84 of the School Standards and Framework Act 1998 and the subsequent Codes of Practice for Admissions and Appeals.

#### Aim:

1. To provide clear and fair guidelines on pupil admissions to the school.

#### Objectives:

1. To inform parents of the arrangements that govern pupil admission to this school.
2. To ensure a smooth and happy introduction to school for all children, meeting the needs of all pupils by developing an individual entry programme through discussion with parents.
3. To set out procedures and timescales by which excluded pupils will be re-admitted to school.
4. To comply with all relevant legislation and guidance - including infant class sizes and equal opportunities.
5. To comply with the timetables, deadlines and common dates set for the admissions process by the local education authority.

#### Implementation:

1. Admissions are welcomed from the parents or guardians of children between the ages of three and sixteen who are resident on the Isles of Scilly. For the purposes of this policy, residency is deemed to mean where the child lives for the majority of the year, and does not include where they are minded, where the family takes their holiday or where members of their extended family reside. Except in unusual circumstances, no child will be admitted for a period of less than one academic term.
2. Admissions to the Nursery at Carn Gwaval will be at the start of the term after their third birthday. Nursery aged children from the off-islands are encouraged to attend Carn Gwaval nursery class as much as is practicable, with support for boating costs currently available from Early Years funding. The school is not able to make Nursery provision available at each of the off-island bases.
3. Prospective applicants to the school are encouraged to make their initial enquiries to the school's Admissions Officer at the Carn Gwaval base and submit applications to the school by the end of the first half of the term preceding their expected admission date.
4. Admission into the Reception Class:
  - a. Children are admitted to the Reception classes at all primary bases from the September onwards in the school year of their fifth birthday.

- b. All children start on a half day basis for the first three weeks, or longer if it is felt necessary.
  - c. Our aim is to have all Reception children in full time education by the beginning of the Summer Term of their admission year.
  - d. Parents are encouraged to meet with the class teacher during the Summer Term preceding their child's admission year in order to discuss an admission programme that is appropriate for their child. The final decision on arrangements for admission rests with the school.
  - e. During the Summer Term before admission all pupils are invited to visit their base for a maximum of three half days to become familiar with the setting.
  - f. Once pupils have been formally admitted to Reception and the school roll they are then bound by all school rules and policies, including those for attendance.
5. Admission into classes other than Nursery / Reception:
- a. Following a parental enquiry, the school's Admissions Officer makes available an Admissions Pack that contains forms and information that will guide parents through the admissions process.
  - b. The Admissions Pack contains the following:
    - i. Letter of welcome from the Headteacher
    - ii. Admissions Policy
    - iii. School Aims and Ethos Statement
    - iv. Background information on The Five Islands School
    - v. Admission form
    - vi. Consent forms: Medical / Use of Photographs / Off-site Activities
    - vii. Home-School Agreement
    - viii. Examination results
    - ix. Information on boarding provision at Mundesley House
    - x. Uniform information
    - xi. School day information for the appropriate base
    - xii. Staff list
    - xiii. Contact information and how to raise a concern
    - xiv. Information on what to do if your child is ill
    - xv. Leave of Absence form and information on attendance
    - xvi. Holiday dates
    - xvii. Information about Collective Worship and Sex and Relationships Education
    - xviii. Latest copy of The Western Eye
    - xix. Other information
  - c. On receipt of the signed admissions and consent forms, the school's Admissions Officer writes to the parents to offer a place at the appropriate base and year group.
  - d. The Key Stage Leader will also be informed of any new arrivals to the school and will make contact with the prospective student and their family in the run up to the child's admission to the school
  - e. Close contact is maintained between the Nursery Teacher, Base Leader or Key Stage Leader and the prospective parents in the term prior to entry and throughout the child's first terms at school.
  - f. The Admissions Officer will be responsible for liaising with the child's previous school and for arranging the transfer of relevant records and documentation.
  - g. The class teacher or form tutor is responsible for making personal contact with the previous school in order to gain further information on the new pupil.
6. The school reserves the right to not admit pupils in the event that the child has been permanently excluded from two or more schools.

**Pupils with Special Educational Needs:**

The Five Islands School is totally committed to the inclusion of all pupils, whatever their level of ability. We look to the LEA for full support with all required aids and assistance in order to meet any child's special educational needs and we are committed to making their schooling both successful and enjoyable.

**Evaluation:**

1. This policy statement is reviewed regularly as part of the programme of policy review.

Written January 2007, revised November 2007