



# **Five Islands School Admissions Policy:**

July 2012

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This policy document is designed to *complement* the over-arching Five Islands School **Ethos and Personalisation Policy** and provide some more detail in specific areas. As such this policy document should be read after the Ethos and Personalisation Policy as this document expands on aspects of school life relating to pupil admissions.

## **Introduction:**

- Pupil admissions to The Five Islands School are more straightforward than they are in many other schools in this country. The Local Authority has devolved its duties as Admissions authority to the Board of Governors of the Five Islands School.
- With just one school on the islands parents have very limited choice as to where they send their child and the school accepts its -duty 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 (February 2012). In accordance with paragraph of the Code of Practice for Admissions and Appeals ("the Code"), the Local Authority and the Governing Body work together to ensure that the school's arrangements meet the needs of all parents and children. Consultation is completed each school year by 1st March and arrangements determined by 15th April.
- Admissions to Reception to Year 11 are welcomed from the parents or carers of children between the ages of five and sixteen. Nursery admissions are welcomed from parents or carers of children aged three to four.
- 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.
- The school's admissions form is issued separately to any other data collection form

## **Admissions to the Nursery:**

- Nursery provision is the responsibility of the Council of the Isles of Scilly. The Local Authority has a duty to ensure there is sufficient capacity for Early Years education within the Authority for 15 hours per week, 38 weeks per year. As a provider of Early Years education the school is not able to make Nursery provision available at each of the off-island bases and as such all appropriate aged pupils have access to the nursery at Carn Gwaval. 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. Should the Five Islands School nursery have insufficient capacity other accredited childminders and nurseries on the Isles of Scilly are able to deliver free hours. If parents have any further queries regarding Early Years provision on the Isles of Scilly, they should contact the Early Years office, of Children's Services on 01720 424680.
- Admission date is the start of the term after the pupil's third birthday in line with the dates set-out below:

If your child celebrates their third birthday between	They are eligible for a place from:	Application form in before:
1 <sup>st</sup> April and 31 <sup>st</sup> August	The beginning of September (start of the Autumn term)	End of April preceding Autumn term of admission

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1 <sup>st</sup> September and 31 <sup>st</sup> December	The beginning of January (start of the Spring term)	End of September preceding Spring term of admission
1 <sup>st</sup> January and 31 <sup>st</sup> March	The beginning of April (start of the Summer term)	End of January preceding Summer term of admission

## **Admission into the Reception Class:**

- A child who has been on the roll of the Five Islands school nursery class will normally be admitted directly to Reception class on their home island.
- Parents of children who have not attended nursery class of the Five Islands School are asked to make an application to the school by the end of the Spring term preceding the start of the new school year.
- Children are admitted to the Reception classes at all primary bases from the September onwards in the school year of their fifth birthday.
- As explained in the Ethos & Personalisation Policy we have a personalised approach to admissions for all pupils. It is usual for children to start on a half-day basis for the first three weeks or longer if it is felt necessary. Parents are encouraged to meet with the class teacher / Base Leader 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.
- Our aim is to have all Reception children in full-time education by the beginning of the Summer Term of their admission year.
- During the Summer Term before admission all pupils are invited to visit their base to become familiar with the setting and we currently guarantee a minimum entitlement of three half days access to the facilities.
- Once pupils have been formally admitted to a Reception class at the school they are entered onto the school roll and they are then bound by all school rules and policies, including those for attendance.
- Parents and children will be expected to make every effort to ensure good attendance. Whilst parents of children under compulsory school age cannot be prosecuted for failing to ensure their child attends school; it is important that good habits are encouraged and that parents and students learn to value the importance of good attendance habits.

## **Admission into classes other than Nursery / Reception:**

- 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.
- 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.
- The Key Stage Leader / Base 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.
- Wherever possible close contact is maintained between the Nursery Teacher, relevant Pastoral Lead and the prospective parents in the term prior to entry and throughout the child's first terms at school.
- The Admissions Officer will be responsible for liaising with the child's previous school and for arranging the transfer of relevant records and documentation.

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- Once the relevant records have been received in school the Pastoral Leads or SENCO will, if necessary, make contact with the previous school in order to gain further information on the new pupil.
- Once pupils have been formally admitted to any class from Reception or above at the school they are entered onto the school roll and they are then bound by all school rules and policies, including those for attendance.
- The school will work closely with the Local Authority to ensure that appropriate educational provision is made for all students. The Fair Access protocol outlines the processes the school and Local Authority follow to ensure appropriate educational provision for all students.

## **Equality and Pupils with Special Educational Needs:**

- We strongly advise all parents/carers to read the Ethos & Personalisation Policy and all other policy documents of The Five Islands School as these set out our vision for the school and also describe our approach to the education of children on the Isles of Scilly.
- The Five Islands School is totally committed to the inclusion of all pupils. We look to the LA for support for students with a statement of Special Educational Needs. We are committed to making schooling for all students irrespective of their needs both successful and enjoyable.

***Last Reviewed: July 2012***