

## Houghton Regis Primary School

### Admission Policy

The School admission number for each year group of statutory aged children as determined by the Local Authority is 45 places. If the number of places at this school is not sufficient to meet the needs of all parents, then the following criteria will be applied (in the rank order shown) to determine how the places will be allocated.

- a) To all “looked after” children.
  - b) To pupils living in the catchment area with siblings at the school.
  - c) Other pupils living in the catchment area.
  - d). On “very exceptional” medical grounds.
  - e). Other siblings.
  - f). **To children attending the nursery provision at Houghton Regis Primary School**  
NB This criteria will be removed by CBC in September 2016
  - g). To any other children.
1. In any situation where the application of the above criteria results in a situation where there are more children with an equal right of admission to the school than the number of available places, the tie break will be distance from the school, measured in a straight line, using a mapping system. The distance will be measured from the address point of the pupil’s home to a central point on the school site determined by the governing body of the school. Priority is not given within each criterion to children who meet other criteria.
  2. Parents applying for a place within the catchment area of the school during the normal admissions round will be offered a place. If a pupil moves into the catchment area outside the normal admissions round there will be no guarantee of a place at the school if this would mean exceeding the admissions number at the school.

#### **Home address is defined as follows:**

‘ a pupil’s home address will be regarded as the address at which the child spends the majority of the school week (i.e. Monday to Friday) including nights. If there is any query on a home address this will be checked against an official document.’

Central Bedfordshire School Admissions contact details for further information and important dates for applications: 0300 300 8037 [admissions@centralbedfordshire.gov.uk](mailto:admissions@centralbedfordshire.gov.uk)

## **Houghton Regis Primary School**

### **Foundation Stage School Admissions**

We will ensure that every child attending our school is offered equal opportunities to achieve and equal access to a Foundation Curriculum of the highest quality.

#### **Silver Class Admissions**

Priority for Silver Class places are given to children in the catchment area of our school, however, if there are unallocated places then children from out of the catchment area may be admitted.

When the parents of children from out of the catchment area request an admission they are informed that an offer of a place in Silver Class does not automatically guarantee a place in Gold Class.

Parents must apply to the LA for a place in Gold Class. Parents who do accept a place for their child/ren in Silver Class are expected, if a place is available, to transfer them into the main school to continue their education.

Before entry to Silver Class parents are encouraged to put their child/ren's names in our requested admissions book so that numbers are known to assist in forward planning.

Parents are contacted and offered a place in Silver Class for their child a term before proposed admission. Children may enter Silver Class at the beginning of the term after their third birthday.

Silver Class has 52 part time places and children are offered either five morning or five afternoon sessions depending upon place availability.

Most children with special needs can be admitted to Silver Class.

The term before the child is due to start in Silver Class parents are contacted and invited to a meeting with the Headteacher to discuss entry and complete the necessary forms.

This meeting is followed by a visit to Silver Class for the child and his/her parents to meet the staff and become familiar with the school environment.

#### **Silver Class Home visits**

A few days prior to entry two staff working within the foundation stage unit visit the parents and child/ren in their own homes. These visits are on a mutually agreed basis and are arranged when the parents visit Silver Class the previous term. A booklet that contributes to an entry profile is left for the parents to complete and return to the school.

#### **Gold Class Admissions**

We operate a once a year admission policy into Gold Class. Children transfer from Silver Class or home into Gold Class if their fourth birthday falls on or before the 31st August. The full-time intake of children into Gold Class is staggered over the first three weeks of term.

Parents and children are invited to an informal meeting with the Headteacher in the summer term prior to transfer into Gold Class. This meeting is followed by a visit to the classroom to meet and talk to the staff, other parents and children.

#### **Moving into the area or transferring from another school**

Children and their parents moving into the area or transferring from another school are encouraged to visit beforehand. This visit enables children to become familiar with the building, the route to school, the class teacher and other children in the classroom.

We aim to make these visits friendly and informal with time for the parents to look around the school and ask questions. A school brochure and other information are given during this visit.

