



POLICY FOR ADMISSIONS

Cunningham Hill Infant School is a two form entry County Maintained School with a maximum intake of 180 children in 3 year groups: Foundation Stage, Year 1 and Year 2. There is no nursery provision on site. The current ruling on Infant class size is 30.

The school is committed to an Equal Opportunities Policy and does not discriminate on grounds of Special Needs, Ethnicity or Gender.

Aims and objectives

To ensure each child is welcomed into the school and valued for their attributes.

To ensure, as far as possible, that each child's start to school life is smooth and takes account of their needs, any worries and concerns.

Policy

Children are admitted to the school in the academic year in which they will be 5yrs old.

Children join our school from a wide range of Nursery and pre school provision around the town.

Parents are required to make an application to Herts. County Council for the school of their choice and the Admissions Authority allocate school places based on parental choice as far as possible using the definitive criteria.

Parents have the right of appeal if they do not receive their first choice of school, though there is no guarantee the appeal will be upheld. HCC holds a Continuing Interest List and allocates places as they become available.

In Year allocations of available places are managed through SEAM by changing pupil numbers which flags the space to County.

Procedures

From September 2011 onwards, Cunningham Hill Infant School will provide for the admission of all children in the September following their fourth birthday.

All children will have a staggered entry into school leading up to attending full days within two weeks of starting.

For children whose birthdays are in the Autumn term they will normally stay full time thereafter

For children whose birthdays are in the Spring or Summer terms, there will be an option to

- a) Stay full time from September as above
- b) remain mornings only from September until October half term and thereafter fulltime

N.B. parents will be able to ask for their child to start school on a part time or full time basis, but the school does not have to offer this.

- c) defer entry until January and thereafter full time
- d) defer entry until the child reaches compulsory school age

Where entry is deferred, the school will hold the place for that child and it will not be offered to another child. Entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Parents will be asked to make an initial decision before the end of the summer term to allow the school to plan for staffing levels and arrange the classes accordingly.

3 Transition arrangements

Where possible, in the term prior to the child starting school, the Foundation Stage teacher will visit the child in their pre-school setting to meet them and liaise with the Nursery staff.

There will be two meetings for parents prior to their child starting school:

- a)** to issue forms which the school requires for contact details; other important information; and to meet the Head teacher and Foundation Stage staff
- b)** to issue further information; for the children to visit the school and spend an afternoon in the classroom; for parents to buy Book Bags, PE bags and receive a Water bottle.

April 2011
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