

Admissions to Stillington Primary School

We are a welcoming and friendly place to send your child. If you are considering giving us the opportunity to educate your son or daughter, we would suggest that you come and take a look around, meet the children and the adults who work with them, as this will be invaluable in informing your choice of school to best suit you and your child/children.

Our Admissions Policy is as follows:

A child will normally start school in the academic year of their 5th birthday. Children who were born between the 1st September and the 31st August the following year are eligible to be admitted to school in September.

However, parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age (compulsory school age is the term of their child's fifth birthday) in that school year.

Please note that parents are not able to defer entry 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 have the right to request full or part time provision from day 1, if they wish. We aim to consider the needs of each child and would hope that the appropriate provision was made (and reviewed if necessary) following discussions with parents and previous settings.

All children must be full time by compulsory school age.

To ease the transition into school life your child will be invited to make short visits to the reception class during the half term prior to admission. On these occasions the children will be invited to spend a morning or afternoon in school to become familiar with the setting and the adults they will be working with.

During these sessions the children will take part in the regular procedures of registration, working routines, classroom arrangements, storage and the use of activities, the use of different areas, playtime, use of the cloakroom and toilets.

Parents are invited to an induction meeting during the term before their child starts school; enabling parents to talk to their child's teacher about any concerns.

During the first half term an interview will be arranged with the parents to re-evaluate the information gleaned during the transition process and in the light of the child's first weeks in school. Curriculum matters of a specific nature can also be addressed at this time if appropriate.

We aim to make starting school a positive process for all children and parents.

If you are considering a 'mid-year move', we ask that you read the following:

How the Local Authority Process Your Primary School In-Year Transfer Request:

1. In-Year Application Form requesting pupil transfer schools received by the Local Authority (LA) electronically or in paper format.
2. Details logged to enable Local Authority to track the progress of your transfer request.
3. We will contact your first preference school to determine if there are places available in the appropriate year group or groups.
4. If places are available, we will allocate a school place to your child.
5. We will confirm the allocation with you verbally and notify you in writing. Both the school your child was attending and the newly allocated school will be notified. The school your child is leaving must complete a Key Information Form (KIF) and forward it to the new school before the admission arrangements can be finalised and a start date agreed. The purpose of the KIF is to ensure that the new school has all of the relevant information required to ensure your child's smooth transition into school.
6. On receipt of the KIF your child's new school will contact you to finalise the admission arrangements and discuss any issues regarding your child's education. In the meantime, your child **must** continue to attend their current school.
7. If there are no places available at your preferred school, we will turn down your application and offer you the right to an admissions appeal. Your admission appeal will be held within 30 school days of the receipt of your appeal form. You will be advised that we will approach your second /third preference school(s) to identify whether a place is available.
8. Before completing an in-year application form you should discuss the reasons for the change of school with your child's current Headteacher. The Headteacher will be required to provide key information to the new school.

Please note your child will only be admitted to their new school at the beginning of each half-term.

The exception to this is where you move into North Yorkshire or move address within the Authority and it is not practical for your child to remain at their current school.

Stillington Community Primary School serves a wide geographical catchment area. So that admissions to school can be orchestrated centrally we ask that parents interested in choosing us contact the Local Authority Admissions Office for advice and information. This is irrespective of the time of year you might be joining us.

Local Authority Admissions Arrangements in full can be accessed at: <https://www.northyorks.gov.uk/admissions-statistics-and-policies>

Policy Approved by Governing Board: March 2019

Next Review: March 2020