



## Elmhurst Admissions Policy 2023-24

At Elmhurst Primary School we understand that choosing the right school is an extremely important process for parents and guardians. We recognise that each school has its individual characteristics which need to be carefully considered.

### **Our Visions and Values**

At Elmhurst, we are passionate about education and work hard to give our children experiences which provide them with a fantastic start in life and ensure they develop high aspirations for the future. Our school is a place where children, staff and families are valued, and one where all parties work together to ensure that pupils are challenged academically, are inspired creatively and supported and fostered in their development.

We endeavour to empower children to grow into passionate and confident learners, through a creative and innovative approach. We aim to establish harmony in our school and wider community by teaching pupils to respect themselves, each other and the environment by making good choices. Finally we strive for and value, intellectual, sporting and creative achievements, celebrating one another's achievements in a supported environment.

### **Arranging a Visit to our School**

We welcome visits by parents, carers and their children to view the school and to meet with a senior member of staff. Prospective parents wishing to visit the school can call the school office on 0208 472 1062 to make an appointment.

### **Nursery Application Process**

For places in Nursery parents/guardians need to apply directly to the school. Children are admitted to Nursery the term after they turn 3 years of age. Places generally become available in September and January. However parents/guardians should check with the school office as there may be places available at other times.

The child's full name and date of birth is recorded onto the school's waiting list. Parents will also need to provide their child's birth certificate, passport and proof of address to the office.

Children from the Nursery **do not** transfer automatically to the Reception class; it will be necessary to reapply using the link below in order to secure a place.

### **Reception to Year 6 Application Process**

**New Vision Trust** is the admission authority for Elmhurst Primary School and we have formally agreed to adopt the LB Newham's admission arrangements.

Pupils are admitted to the school in line with the London Borough of Newham Admissions Policy. Below is the link to apply for a school place.

[www.eadmissions.org.uk](http://www.eadmissions.org.uk)

If more information and guidance about an individual case is needed the link below for the 'LB Newham Determined School Admission Arrangements' can be used:

[LB Newham Determined School Admission Arrangements from September 2024](#)

## **Our School Procedures**

### **The Interview process**

- Once the London Borough of Newham has processed the application, the family will be invited for an admissions interview at our school. The school should remind families about what to bring before their interview date (see below for further information).
- During the interview, families will meet with a member of staff who will gather information about the child to give to the prospective teacher. The application form will also be checked. Families will be given a tour of the school and an opportunity to meet the child's class and teacher, and ask any questions. Interviews normally take place on a Wednesday afternoon and last thirty minutes. The child will normally start school the following Monday, but a specified start date will be given by the end of the interview.
- Where the child is a Looked After Child (LAC), special needs or if there are any child protection concerns, the Safeguarding & SEND & Inclusion Manager will also be present at the interview.
- All parents are expected to complete a Free School Meal application form as part of the admission process.

### **What Information must Families Bring to their Interview?**

- Copy of your child's passport.
- Proof of address. For example: a bill, tenancy agreement or bank statement.
- A fully completed application form.
- National Insurance Number - this can be found on your payslip, P60, or letters about tax, pensions and benefits.
- Application Registration Card (ARC) Number - only applicable if you are seeking asylum in the country.

### **Documentation Required for Children with Special Educational Needs**

If your child has any Special Educational Needs, please bring any relevant paperwork to support your child's diagnosis so we can put support provisions in place as quickly as possible.

This may be in form of a:

- SEN support plan or
- Educational Health and Social Needs Plan (EHC).

## **Information Required for Children Starting Year 6**

If you have completed your child's secondary school application before the deadline of 31<sup>st</sup> October and are joining our school before this date please bring:

- Your Secondary School Reference Number.
- The list of secondary schools you have selected.

## **Year 6 Secondary School Application Procedure**

The deadline for Secondary School Transfer Applications is the 31<sup>st</sup> October. All applications must be completed online through [www.eadmissions.org.uk](http://www.eadmissions.org.uk).

The above link contains all necessary information to complete the application, but if families are having trouble completing the application, members of staff will be available for support.

## **The Assessment process for new admissions**

### **How we assess in Nursery to Reception**

- The Early Years Foundation Stage (EYFS) Profile is used to make judgments about each child's attainment in specific areas of learning. These areas include: Personal and Social Development, Communication, Language and Literacy, Reading and Writing, Mathematics, Physical Development Knowledge and Understanding of the World and Art.
- Assessment is ongoing throughout the EYFS stage, but the official EYFS Profile for each child is completed in the final term of Reception.
- For each area of learning the teacher will award one of these levels for each area of learning:
  - Expected: child is working at level expected for their age.
  - Emerging: child is working below expected level for their age.
  - Exceeding: child is working above the expected level for their age.
- The Leuven Well-being and Involvement Scales are also used to assess children's well-being and involvement.

### **How we assess in Years 1 - 6**

- Once the child has enrolled, they will be assessed by the Phase Leader in reading, writing, and mathematics to ascertain which learning group is best suited and whether any additional support is required.
- The school uses the New Salford Reading Test to assess reading for new admissions. This will assess the child's comprehension skills and will generate a reading age for the child.
- As the school follows the Maths No Problem Curriculum, children will be given age appropriate questions to assess the children's understanding of number.
- To assess writing, children will be given 10 minutes to write independently about themselves with given prompts.
- All information obtained is given to the child's class teacher.

## **Roles and Responsibilities of Elmhurst Staff Involved in the Admissions Process**

<b>Name</b>	<b>Responsibility</b>
Admissions Officer: Pauline Nateghi	<ul style="list-style-type: none"><li>• Liaise with borough to find out new admission start dates.</li></ul>

	<ul style="list-style-type: none"> <li>● Issue parents with forms/information and arrange interview and start date.</li> <li>● Inform Admissions every Friday of any admissions/interviews for the following week. Advise Admissions personnel within the school if a translator is needed at least two days before the interview date/time.</li> <li>● Provide Interviewer with any documentation with the child's details.</li> <li>● After interview upload information onto the system.</li> <li>● Complete the Free School Meals Form.</li> <li>● Meet the new child and parent at the Office on the child's first day of school.</li> </ul>
<p>Admissions Representative within the school</p>	<ul style="list-style-type: none"> <li>● Interview parent and child – ensure forms are correctly completed.</li> <li>● Take child &amp; parent on a 'welcome tour' of school including a meeting the class teacher. If in Nursery or Reception, families will be invited to an 'open morning' where they will learn about EYFS in more detail and met their Nursery Nurse.</li> <li>● Provide the teacher with key information at least 2 days before start date.</li> <li>● Inform relevant leadership team member of child's arrival in order for child to be assessed.</li> <li>● Return relevant information to Pauline.</li> <li>● Show the parent where to drop off and collect child.</li> <li>● Ensure the child has a 'special buddy' in the class.</li> <li>● If interviewer has any concerns regarding health, care or educational needs, they should inform Jane Nash or Katharine Young immediately.</li> </ul>

Deputy Head/Assistant Heads	<ul style="list-style-type: none"> <li>• Assistant Head Teachers assigned to each phase will conduct assessments in reading, writing, and mathematics to ascertain which learning group is best suited and whether any additional support is required.</li> <li>• Years 5 &amp; 6 - Katharine Young (DHT)</li> <li>• Years 3 &amp; 4 - Liz Turner (AHT)</li> <li>• Years 1 &amp; 2 - Katherine Roberts (AHT)</li> <li>• EYFS- Juanita Holloway (Foundation Stage coordinator)</li> <li>• All information obtained is given to the child's class teacher and is saved centrally for staff for easily access.</li> <li>• If a Phase Leader has any concerns regarding health, care or educational needs, they should inform Jane Nash or Katharine Young immediately.</li> <li>• A home visit may be arranged if necessary.</li> <li>• Monitor child's progress over the week.</li> </ul>
Safeguarding & SEND & Inclusion Manager: Jane Nash	<ul style="list-style-type: none"> <li>• If during the interview or assessment process educational concerns have been raised by the family or members of staff, the child will be assessed to determine what support may be needed and what the support may involve by the Safeguarding &amp; SEND &amp; Inclusion Manager.</li> <li>• Jane Nash may then refer the child to a professional if it's felt the child would benefit from external support.</li> <li>• Once the child's concerns have been identified, in consultation with the class teacher, an individual SEN support plan will be shared with parents. Provisions will then be put in place to support this child in school.</li> <li>• If the Safeguarding &amp; SEND &amp; Inclusion Manager is alerted of suspected safeguarding issues, they will make the necessary referrals to the local authority.</li> </ul>

This policy was last updated in September 2023.