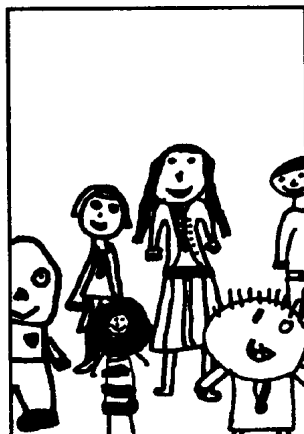


# BLACKROD PRIMARY SCHOOL



## In Year Admissions

### Aims

- To give children and parents as much information about Blackrod Primary School and the education we provide as possible
- To make each child's start a happy and successful one
- To begin a partnership with parents that will be lasting

### Procedures

Children are admitted in each year group up to a maximum of 45 in KS1 and 33 in KS2.

The admission process is controlled by the Local Authority and parents are required to complete the relevant paperwork (Appendix 1) provided by them before any offer of places can be made.

Parents are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted. No children are admitted until personal contact has been made.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Once a place has been offered by the LA parents are provided with any relevant paperwork and asked to complete a personal information sheet for their child prior to admission.

Children are usually admitted on a Monday morning, or on the first day of a new term.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to their new school is a smooth one.

As soon as the child starts school the Business Manager requests a CTF(common transfer file) from the previous school which contains all the relevant information about the child. This is imported into the school database (SIMS).