

**REDDIFORD SCHOOL**  
**INCLUDING EYFS**  
**POLICY FOR ADMISSIONS**

**To be used in conjunction with:**  
**Keeping Children Safe in Education (KCSIE 2024)**  
**Children Missing Education (2024)**  
**Reddiford School Safeguarding Policy**  
**The Prevent duty guidance( 2024)**

## **Aims**

- To provide children and parents with meaningful information about Reddiford School and the education we provide
- To ensure that each child's start at Reddiford is a happy and successful one
- To begin a partnership with parents that will be lasting
- To ensure that all admissions are processed in accordance with the School's 'Equal Opportunities' Policy

## **Procedures**

Parents are asked to telephone to make an appointment to view the school to discuss their child's admission to the school. They will be given a tour of the school and there will be an opportunity to ask questions. No child is assessed until personal contact has been made and parental expectations discussed.

Full details on the School are on our School website ([reddiford.co.uk](http://reddiford.co.uk)) and contains general information regarding the school including the address, telephone number, email address and the Aims of Reddiford School. The Staff List is also included which provides the name of the Head Teacher, Governors and the contact address for the Chair of the Governing Body.

Parents are asked to complete a Registration Form for their child prior to an entrance assessment being taken. A copy of the child's last school report is also requested.

Children then will spend the day at Reddiford. This is valuable in ascertaining how they will be able to cope with every day school life. During the day there will be an assessment which will take the form of a literacy and numeracy assessment and a social skills assessment.

The outcome of these assessments will be discussed with the Head Teacher and the parents informed of the outcome by letter.

If the place is accepted, the Parent Contract must be completed and returned, together with the non-refundable deposit, the parents are then provided with a Welcome Pack. 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 a new school is a smooth one.

As soon as the child starts school, the school requests records from the previous school.

## **Admissions and the New Equality Act 2010**

To comply with this Act (in force from 1 October 2010), as a school, we will not treat pupils and staff with disabilities less favourably and take reasonable steps to avoid putting pupils and staff with disabilities at a substantial disadvantage (the 'reasonable adjustment' duty). Moreover, the school acknowledges that the Governors have a duty to publish Accessibility strategies and plans.

An impact assessment will be undertaken if deemed necessary. This is the effect which the admission of a pupil/staff member with disabilities would have on the school community.

An impact assessment will look at the following areas:

### Social/Educational

Reddiford School is academically selective from Reception and we welcome all children who can make the most of the opportunities that we offer and can flourish in the caring environment of the school. The admission of any pupil must be balanced against the wellbeing, both physical and emotional of all pupils in that class. These considerations are outlined below:

### Logistical

If a child with disabilities, particularly with physical disabilities, were to be admitted into the school, then logistical considerations need to be taken into account. This could amount to reappraising whether a particular trip would be feasible on purely practical grounds.

### Financial

The admission of a child with disabilities could make an impact in financial terms as changes to the physical environment would affect the school's financial resources. In consequence, other budgets could be cut which could have a direct or indirect effect on all members of the school community.

In conclusion, any impact assessment should not be used as a reason to exclude/not admit a pupil, unless the impact is such that it has a detrimental effect on the school and its pupils/staff. However, the school will ensure that they only admit children for whom they can cater for and act in their best interests.

## ADMISSION REGISTER

**The following information is input into iSAMS by the Registrar or Departmental Secretaries and an Admissions Register Report can be downloaded. This report can contain the following:**

(i) name in full;

(ii) sex;

(iii) name and address of every person known to the school to be a parent of the pupil (and an indication of the parent with whom the pupil normally resides and which parents hold parental responsibility as defined by Section 3 Children Act 1989). NB Parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the school in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Additional addresses will also be included with dates of residence.

(iv) Addresses – all places of residence of the child, and the full name of the parent with whom the child normally lives at each address: in addition, at least one telephone numbers at which the parent can be contacted in an emergency. In line with KCSIE 2023 and safeguarding the expectation is that 2 telephone numbers are held. To this end, the School aims to put 2 telephone numbers into **iSAMS** for each child.

(v) day, month and year of birth

(vi) day, month and year of admission or re-admission to the school

(vii) name and address of the school last attended, if any

The name of a pupil is included in the register from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. When a pupil's name is added or removed from the admissions register at a non-standard transition point, the school will notify the local authority within 5 days. That is any pupil joining or leaving at any stage other than at the start of the Autumn term for Reception (the academic year of compulsory school age).

Where a pupil is registered at more than one school, his/her name is only deleted from the admission register of a school which he/she has ceased to attend where the proprietor of any or every other school at which the pupil is registered gives his/her consent, (except where the pupil has died, been permanently excluded or is of no fixed abode).

Before deleting a pupil's name from the admission register on the ground that he/she has not returned from a leave of authorised absence exceeding 10 days, or 20 school days unauthorised absence, both the school and the local education authority must have failed, after reasonable enquiry, to ascertain where the pupil is.

The period after which a pupil's name is deleted from the admission register on the ground that the pupil has been continuously absent without authorisation is 20 school days and additionally the school will not have reasonable grounds to believe that the pupil is unable to attend the school by reason of sickness or unavoidable cause.

The name of a pupil who is detained in pursuance of a final court order or order of recall will now only be deleted from the register where that order is for a period of not less than four months and where the school does not have reasonable grounds to believe that the pupil will return to school at the end of that period.