



LEIGHSWOOD

SCHOOL

Admissions Policy

Completed By:	James Pearce
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Introduction

As a Local Authority community school, Leighswood School admits pupils using the criteria and procedures outlined on the Walsall council website

<https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/school-admissions-policies>

The latest determined admission information is available on their [website](#) or through a link via our website <https://www.leighswood.walsall.sch.uk/>

The school's Standard Admission Number is 60 and all pupils are allocated places by Walsall LA in line with the agreed criteria which are:

1. Children in Public Care (looked after children)
2. Pupils who have an older sibling already in attendance at the school
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Local Authority)
4. Distance – which will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority

We will ensure places at Leighswood School are offered through an open, equitable and inclusive process, in alignment with Walsall Local Authority Admission Arrangements.

The policy will be accessible to all interested parties and be written in a way that outlines our admission process in a clear and easy manner.

Arrangements for Admission to the Nursery for 2,3 & 4 Year olds

Please see our separate policy Admission and Induction for Nursery Pupils Policy.

Admission into Reception

There is a legal requirement that all children begin full time education by the beginning of the term following their **fifth** birthday. All places offered in reception at the normal round are for full-time admission in the September following the **fourth** birthday.

Primary School has two reception classes with a total admission number of 60 places and will follow Local Authority Admission guidelines and processes available on their [website](#).

Walsall Council is the admission authority and all applications for a place at the school will be handled by them. Further information is available by visiting <https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/school-admissions-policies> by phoning 01922 652585 or my emailing schoolsadmissionsadvice@walsall.gov.uk.

Admission authorities are required to provide for the admission of all children in the September following their 4th birthday. The Local Authority will notify parents of Reception place availability.

Arrangements For mid-year Admissions:

Mid-year admissions are handled by Walsall LA. If a family wants their child to be admitted to Leighswood School their application should be made through them. They can be contacted by visiting <https://go.walsall.gov.uk/schools-and-learning/schools-in-walsall/school-admissions/school-admissions-policies>, by phoning 01922 652585 or my emailing schoolsadmissionsadvice@walsall.gov.uk. The school does not handle the mid-year admission process and cannot accept any applications. We will however, support and advise parents in completing and submitting application if this is required.

Mid-Year admissions – Overview of their Roles and Responsibilities		
Parents/carers	School	LA
<ul style="list-style-type: none"> • To apply for a place through the LA • To respond to communications from the school once a place has been offered • To provide the school with all necessary information before the child starts at the school • To work with the school to ensure a successful transition into the school 	<ul style="list-style-type: none"> • To provide opportunities for prospective parents to visit the school and meet appropriate staff members either before an application is made or following an offer notification from the LA • To provide weekly updates to Walsall LA of numbers of pupils on roll in each year group • To act upon offers made by the LA by contacting families and completing the admission process as soon as they are received • To notify the LA where no contact has been possible with the family following a notification of an offer • To initiate a transition process to collect relevant information before the child starts and to successfully integrate the child into the school 	<ul style="list-style-type: none"> • To manage the application process – allocating places to pupils in line with its own policies and procedures and taking into account the maximum number of pupils in each school • To manage waiting lists for schools • To manage the appeals procedure • To collect information regarding spare pupil places and liaise with schools on pupil allocations

Each year group has maximum admission numbers of 60 with no more than 30 pupils in each class. It is the Governors wish that no class should exceed 30 pupils – only in extreme circumstances and with the express approval of the Governing Body, having had due consideration for the education of the children in the class as a whole and always acting in the best interest of these children and their teacher.

Transition and Induction Process

Step 1	On receipt of a notification from the LA, the admin team will make contact with parents to arrange an initial meeting with The Home-Link worker and any other relevant staff
Step 2	<p>To hold the meeting with the family to ascertain all information that may be relevant for the school to understand and make provision to fully meet the needs of the child from their first day with us. This will include:</p> <ul style="list-style-type: none"> • Details of previous schools attended • Any medical needs and details of any medical professionals involved with the child • Any medications they need to regularly take • Home language and fluency in English • Family situation • Any Special Educational Needs or Disabilities
Step 3	<p>The Admin team to collect relevant identification information and documentation including</p> <ul style="list-style-type: none"> • an original birth certificate or passport • details of parents and their contact details • Home address • Details of adults who can collect the child at the end of the school day
Step 4	<p>The Inclusion team will design an individual transition programme for the child based on</p> <ul style="list-style-type: none"> • Their previous school experiences • Their academic needs • Their language needs • Their medical needs. <p>The team will ensure the child is welcomed into the school by their new class and the staff have all the information they need to from the child's first day in the school</p>
Step 5	The child will be admitted into the school once all of the above have been completed and appropriate preparations have been made
Step 6	The school will monitor the child to ensure they are settling in well and their needs are being met. The Inclusion team will maintain regular contact with the family to ensure we are aware of any issues which may be arising and taking appropriate action