



Capel Primary School

‘Learning today, for tomorrow’

Admissions Policy

Policy Control	
Responsible Governor Team:	FGB
Approved by Governors:	December 2017
Date due for review:	December 2018

Inspiring a united community of enquiring minds
#happy learners

Capel Primary School follows the KCC Admissions procedures.

Children are normally admitted into our Reception Class in the September before they are 5. Parents can request that their child's entry is deferred until later in the school year or until the term in which their child reaches compulsory school age. Parents should be aware that if they are offered a place and accept it, the child must be in school before the end of the academic year as the deferment cannot be confirmed into the next academic year from when the child was first offered the place. The school has the discretion to admit summer born children to reception, when their peers would normally be in Year 1. This would depend on the particular needs of the individual.

For the first 3 weeks of the autumn term, children attend for the morning only, and in the third of these weeks the children stay to lunch.

The school will accept children irrespective of race, colour, religion and gender and will not discriminate against children with special educational needs or disabilities.

Places will be allocated according to the published admission criteria in this priority order:

1. Children in Local Authority Care.
2. Current family association – where a brother or sister is in the school at the time of entry and the family continues to live at the same address as when the sibling was admitted or have moved to a new property within two miles (via the shortest available walking route) of the school.
3. Health reasons or special access reasons.
4. Nearness of children's homes.

Parents considering applying to the school are encouraged to make an appointment with the Head teacher who will be pleased to show them around the school while it is in session to view us at work. This usually takes place when the children are three or four years old.

The Induction Programme for Early Years

At Capel we are committed to a partnership approach with parents and work together for the benefit of the child. To support families in the transition to Capel primary school we:

- Arrange an Induction Meeting for parents is held in the term prior to the child's term of entry.
- Enable the Reception teacher visits Capel Pre-School and nurseries in order to meet the new entrants.
- We invite new entrants in small groups to spend a taster session in the Reception Class, at the end of the term prior to entry.
- Parental discussion times are arranged in order to discuss children's needs prior to their coming into school.
- A buddy will be provided for every student to support them in settling into school routine.

Home visits are arranged to discuss children's needs prior to their coming into school.