

# Gravel Hill School

Date: September 2017

Title of policy: Admissions

Review date: September 2018

Signed by Chair of Governors

Hazel Teale



Gravel Hill Primary School

## **Admissions Policy**

Gravel Hill is a Community School within the Education authority of the London Borough of Bexley.

There is currently a capacity of 60 pupils in each class in Year 1, 2, 3, 4, 5 and 6. There is a Foundation Stage unit which incorporates a two reception classes and a morning Nursery.

All admission procedures follow the guidance specified within the Handbook for Head Teachers which is updated annually by the authority.

Copies of the parent's admissions book and application forms are always available in the school office.

All parents interested in requesting a pupil place at Gravel Hill are offered a warm welcome at the school and invited to meet with the Head Teacher for an informal guided tour.

Parents are encouraged to ask questions, to visit all the classrooms, meet with the teaching staff, and see the school at work. The school ethos, achievements, aspirations, positive behaviour policy, safeguarding procedures and inclusivity are detailed during this first meeting.

Advice on completing the admissions form is offered and parents are reminded that they can apply 'on line'.

The school seeks to recruit pupils by advertising the designated admission dates and procedures in the booklets, posters, leaflets and flyers produced by the authority and publicising the school in newsletters, at school events and on the school website.

Admission application dates are published by the authority and relate to Nursery and Reception provision.

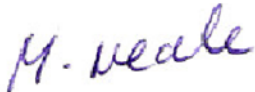
Transfer from school to school can occur at any time in the school year, and the school would extend the same welcome and personalised tour. Once admission has been agreed contact is made with the child's previous school to ensure the transfer of assessments and data.

In the event of the school being oversubscribed the prospective parents would be informed and told of their rights to appeal.

The school would contact the School Admission Team for support with an interpreter if this was deemed necessary at the initial parent meeting and follow the specific guidelines for admitting pupils from abroad.

As an 'inclusive school' we make no distinctions on admission on the grounds of race, faith, nationality, gender or disability. We are, however, mindful of the importance of ensuring that we are able to meet the 'educational and emotional needs' of all the children in our care. We would, therefore, seek to secure the appropriate resources for a pupil with identified needs, possibly by the statementing process, or seek to support the parent in finding an appropriate place within the authorities extended provision.

At the discretion of the authority some children may be offered priority places because of their perceived needs, or the school may be named directly in a statement of educational needs.

Signed 

*Dated: September 2017*

*Review Date: September 2018*