



## Admissions Policy

*This policy is applicable to all children in the school, including those in the EYFS.*

### Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code and the statutory School Admission Appeals Code.

### Aims

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. We do not discriminate against anyone, pupil or parent, on the grounds of gender, pregnancy or maternity, race, religion and belief, cultural background, linguistic background, sexual orientation, gender reassignment, SEN or disability.

All applications will be treated on merit, and in a sensitive manner.

There are two general restrictions based on admission. The first is that of number, and the second is that of the appropriateness of the ethos of Laxton Junior School for an individual child's needs. Decisions will be based upon transfer information, observation and assessment as appropriate.

If the number of children applying for entry exceeds the places available, preference may be given to siblings of children currently on roll and to families with more than one child at the Headmaster's discretion.

### How parents can apply for their child to be admitted to our school

Parents can apply for their child to be admitted by contacting the School Registrar.

### Monitoring and Review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances.

### Assessment Procedures of External Candidates

In the **EYFS**, each pupil to visit the school for one or two days, appropriate to the child's age and time previously spent at school.

If a child should join our Reception class's part way through the school year, a request is made to their previous school for school records, the EYFS profile, if applicable, and a request for confidential safeguarding records. The child's transition to Laxton Junior School is then managed by their key worker (class teacher) and, from the Senior Leadership Team, the Head of Infants in conjunction with the child's parents. Regular communication is key.

Each new pupil in Key Stages One and Two will spend two days with a class teacher of the same year group in which they are currently studying (one day if testing takes place on a Saturday Morning).

In **Key Stage One**, each pupil will undertake a Reasoning Paper along with some English and Maths work similar to that which is taking place in the classroom. Extra assessments may be taken at the discretion of the Head of Infants and the Class teacher. No Saturday testing will take place for KS1 pupils.

For **Key Stage 2** Pupils the following arrangements will be undertaken:

Each pupil will take a Paper A from the end of term Mathematics Test, the Long Writing exercise from the NFER English Assessment, the Group Reading Test (GRT), the NFER Verbal Reasoning Paper (with the 'familiarisation' paper) and the NFER Non-Verbal Reasoning Paper. If there is time, the Mental Arithmetic Paper will also be taken.

For the English writing assessment, the candidate will sit the test which is closest to their age. For example, if a Year 4 pupil is being assessed in the first half of the academic year, then they will sit the Year 3 assessment. If the same child is being tested in the second half of the academic year, then they will sit the Year 4 Assessment.

If assessments are carried out on a Saturday morning they will be administered by DMW and MP, between 8.45 am and 1.00 pm approx. If they are undertaken during the school week, LC will administer the tests, with assistance from the class teacher they are with, if appropriate.

The Saturday dates for the academic year 2016/2017 are as follows:

For entry in Sept '16 for children already registered, Saturday 18<sup>th</sup> March '17, with the 'social' day occurring sometime prior to this date. If several places become available after Easter the second date will be Saturday 13<sup>th</sup> May '17; after this date and if children wish to join during the school year, the assessment will be on an ad-hoc basis, as detailed above.

All assessments will be marked by the Class Teacher, along with DMW (Juniors) and REW (Infants) as appropriate before being handed to the Head and the Registrar and parents are informed.

**Reviewed and Updated February 2017**