

BEDFONT PRIMARY SCHOOL



Admissions Policy

September 2012
Reviewed January 2016

Bedfont Primary School is a community school and determines admission arrangements in agreement with the Local Authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year.

We are an inclusive school and welcome children from all backgrounds and with all levels of ability.

The LA's annual admissions prospectus informs parents and carers how to apply for a Reception or Nursery place at the school of their choice. Applications for admission to Reception classes for the start of the academic year in September are co-ordinated by the Local Authority. Applications for a Nursery place are made directly to the school. Proof of address will be requested where necessary. Birth certificates will be sighted before the child begins at school. Having a place in the Nursery does not guarantee admission to a Reception class in the following year.

Applicants applying for a Nursery place will be home-visited by two members of staff before starting school in order to discuss school routines and check the necessary paperwork. This also aids as a check that the child does live at the address given to the school. Full details can be found in our Home Visits Policy. Children new to Reception will also receive a home visit.

Nursery children start school in the Autumn Term of the academic year in which they are four. The process of entry is staggered in order to ease the transition process between home and school. Children are admitted in stages during the first part of the term, usually the youngest children first. Children attend for either a morning or afternoon session.

Reception children start school in the September of the academic year in which they are five. Children's entry is staggered; children are admitted into classes in groups, usually youngest children first, following home visits for new children at the beginning of the Autumn Term. Children attend mornings only during this time. In the child's third week, children stay for the morning and have lunch. From the fourth week onwards, children attend for the full day.

There is a maximum of 30 children in each class in from Reception to Year 2. Our Nursery has 39 places in the morning and 39 in the afternoon. We aim to keep a suitable gender/ethnic mix in each class.

Admission to other year groups, or mid year in Reception, is handled by the LA. Any parent wishing to apply for a school place for their child should apply directly to: School Admissions, Children's Services & Lifelong Learning, Civic Centre, Lampton Road, Hounslow, TW3 4DN. Tel: 020 8583 2721 (between 2pm and 4pm). e-mail: admissions@hounslow.gov.uk

We will make every effort to ensure that interpreters/translators are used at all stages in the admissions process where the parent or carer has difficulty in understanding / writing English.