



Head Teacher: Mrs M Orton  
Melbourne Road, Leicester, LE2 0DR

Tel and fax 0116 2625280  
office@uplands-inf.leicester.sch.uk  
Website: www.uplandsinfant.org.uk

## Admissions Policy

At Uplands Infant School we value each child and every aspect of their education. We create a caring environment which supports and enhances learning for all and provides the opportunity for every individual to fulfil their potential.

As an Academy, we follow the local authority's policies for the admission of new children into the school. The local authority, Leicester City Council, by default adopts the national admissions guidelines, The School Admissions Code, which is available on the Department for Education's web site and on our website.

## Nursery

In the year before a child turns 3, parents should contact the School to register their interest and are required to bring a photocopy of the child's full birth certificate. The School will write to the parents directly to confirm the place.

When accepted, parents are invited to the school to provide key information about their child and to obtain more information about the School. The Parent Co-ordinator will meet with those parents whose first language is not English, providing translation and help with completing admission forms. The Nursery Team also conducts Home Visits to help children settle into Nursery.

Places are offered on a part-time basis, either for a:

- morning session – 8.45am to 11.45am (52 places)
- afternoon session – 12.15pm to 3.15pm (39 places)

Whilst we aim to accommodate parents' needs where possible, expressing a preference for a particular session in no way guarantees that this is the session that will be offered.

If a child is not offered a place or is not given the session requested, there is no right of appeal.

**Deadlines:** There is no set deadline for applying to join Nursery but we recommend these are submitted by the February half-term; all those who have registered an interest and qualify for a place will be sent an offer letter. Once the acceptance slips are received, the School will write and confirm the place.

We operate a staggered start. Usually the younger children in the group start first. Half of the new cohort will begin one week and the second (older) half the following week. On the child's first day they stay for 1 hour, the second day, for 2 hours and the third day onwards for the full 3 hours. Parents will be asked to leave their child for a short amount of time during these few days to see how the children settle without them. Children who do not settle well will be asked to only stay for a shorter time period until they are happy for their parent to leave. Children who are happy will stay for the timings outlined above. We aim to have all children settled and in school for the full 3 hour session by the end of the third week into the term.

#### **Later Starters:**

Any late comers will be offered a place if there are spaces available and we aim to follow the staggered start as detailed above.

## **Reception**

The Admissions Authority for Uplands Infant School is Leicester City Council. The Local Authority is responsible for the admission of all full time children in school. The Local Authority will send admission forms to all parents of Nursery children which are completed online. The Local Authority will then write to the parents to confirm which School the child has been allocated a place. Progression to Reception is not automatic; parents must apply for a place.

All new joiners will be contacted to make an appointment to provide the school with key information about their child and learn more about the School ready for starting school in the autumn term.

#### **Late Starters:**

For those with children starting later in the school year for whatever reason, they will need to register with the Local Authority who will allocate a school place.

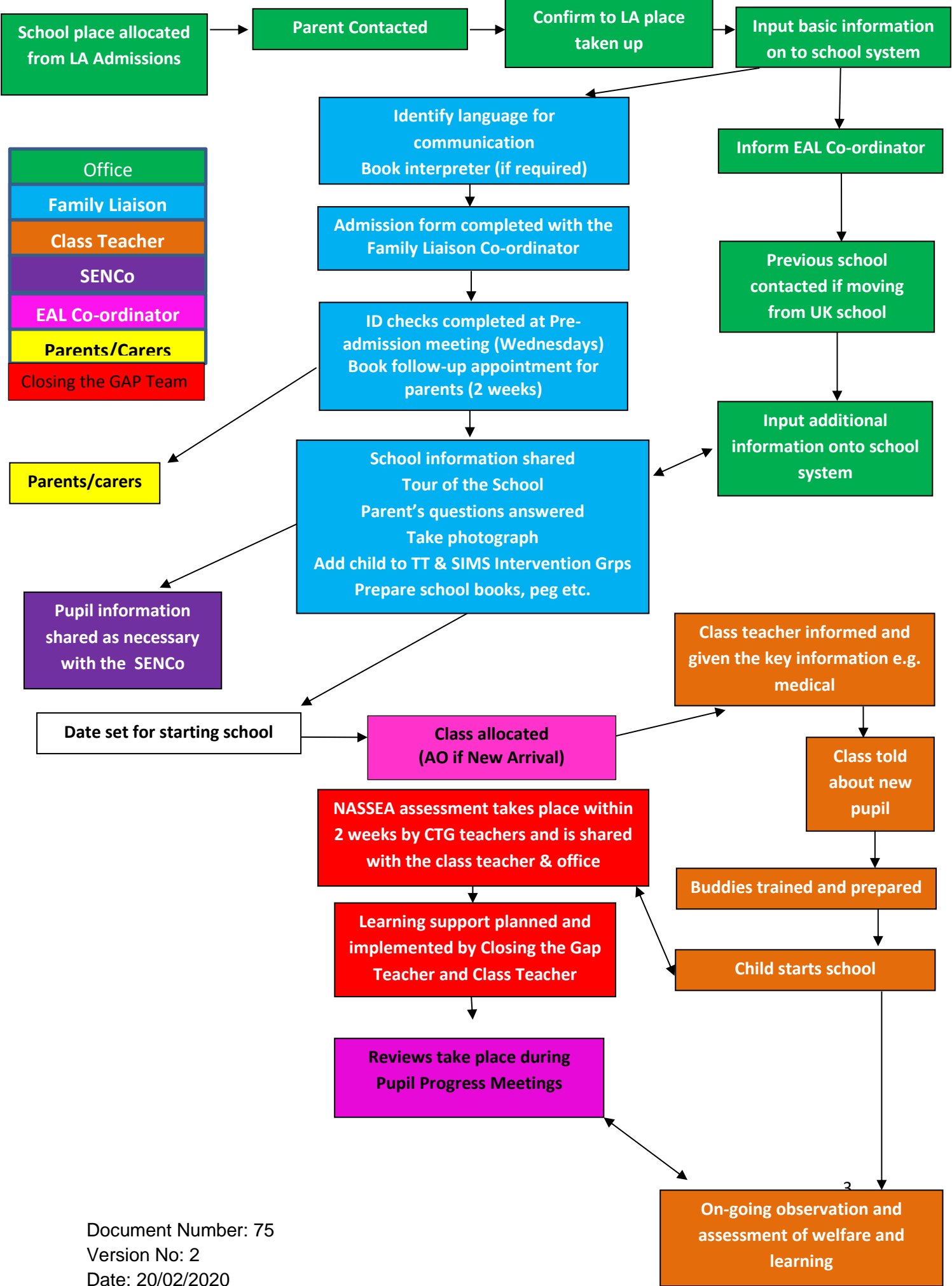
## **Admissions throughout the course of the Academic Year**

Not all children will be allocated a place at school at the start of the academic year; this may be because they have moved to a new area or are New Arrivals. Once the school has received notification of a new child to the school, the parents will be contacted and invited to come into school to enrol.

Admission sessions take place on a Wednesday morning and need to be booked in advance. At this session, the school will collect key information about the child via the admissions pack and will provide the parents with information about the school and their new class. If necessary, a New to English assessment will be completed to establish any support the child may need.

The child will then start at the school on the following Monday. Parents should come to the reception area where a member of staff will introduce the parents and the child to their new class teacher and settle them into school.

# Procedure for In Year Admission and Induction to Uplands Infant School



Monitoring and review

The day to day monitoring of this policy is the responsibility of the Head teacher. This policy will be reviewed annually or if there is a change in local or national policy.

Date Agreed: February 2020

Review Date: February 2024

Signed: 

Head Teacher

Signed: 

Governor