

RICE LANE PRIMARY SCHOOL



Admissions Policy

Policy to be reviewed every 2 years

Policy agreed by Governing Board:

Signed: *Chair of Governing Board*

Review Date: DECEMBER 2021

Admission to Nursery Procedures

Rice Lane Primary School has its own Nursery Application Form which was designed to collate information required by the SIMs system.

- Parents have a preference to select either an A.M or P.M session, or 30 hours, if they have an entitlement code.
- Forms are filed in alphabetical order as they are given in.
- The birth certificate of the child must be seen when receiving the form.
- Parents/carers are informed by letter in the Spring Term that they have received a place in nursery.
- The letter details the allocated session, the open day date and their child's start date; it also gives information about the nursery uniform.

Rice Lane Nursery has four classes of 26 children who are entitled to 15 hours and allocations for 26 children who have 30 hour codes across the two classes.

Nursery places are allocated on a first come first serve basis.

Names of unsuccessful applicants are kept on a waiting list in the event of a child withdrawing from the Nursery. The place is then re-offered to a child on the waiting list.

Parents/Carers are informed on the website that admission to the Nursery does not guarantee their child a place in Reception.

Admission to Reception Procedures

Reception Class places are allocated by the LA.

- A primary admissions leaflet is produced by the LA for distribution in the Autumn Term before the child is due to start the Reception Year.
- Children attending Rice Lane Nursery are given a copy of the Primary Admission leaflet which advises parents to apply online.
- Parents/Carers complete the application form online.
- Parents/Carers have the option to ask for support from school and support will be given to complete the form.
- Parents/Carers state their three preferences of Primary School.

The LA allocates Reception places using the following criteria:-

- Priority 1 – SEN/LAC Children
- Priority 2 – Siblings
- Priority 3 – Distance from School

- The LA informs the school of our allocated children at the end of Spring Term.
- Parents are informed by the LA which school has been allocated to their child.
- The LA does provide an appeal procedure if necessary.
- Rice Lane Primary School sends out a welcoming letter with details of the "New Reception Class Meeting" which is held in the Summer Term.

Cross – Phase Continuity

Rice Lane Primary School supports children from Nursery to Year 6. Children do not need to apply for a place from Year 1 through to Year 6. Children will automatically transfer from one year to the next.

Transition into new classes takes place in September but children will visit their new classes for a day in July, giving them opportunity to meet their new teacher. From Reception to Year 5 children will remain with the same class of children unless exceptional circumstances dictate otherwise.

Budget permitting, Year 6 children will split from 3 classes to 4 classes which allowed the children to be taught in small class sizes. Throughout the school, there are 3 classes per year group.

In year transfers from another school

To move to Rice Lane Primary School from another school, procedure depends on where the child is coming from.

If moving from another school **within Liverpool City Council**, admissions can be taken care of by the office staff at Rice Lane Primary School. Parents will be asked to fill in an application form and show a birth certificate, similar to applying for a nursery place.

Places will then be checked and a place and start date will be offered if there is a vacancy.

If moving from a school **outside of the city** (including coming from Sefton, outside of Liverpool or from abroad), admissions must be processed through Liverpool City Council. This can be done online or at a One Stop Shop.