

## Nechells Primary E-ACT Academy



## ADMISSION PROCEDURES

**Review Date: September 2018**

**Next Review Date: September 2019**

## **Nechells Admission Procedures**

### **RATIONALE:**

The academy's published net capacity is 240.

### **PURPOSE:**

1. To admit pupils on a fair and rational basis.
2. To integrate all pupils into the academy facilities and resources.
3. To provide a broad, balanced and differentiated curriculum for all pupils.

### **GUIDELINES:**

These are determined by the Local Authority. Parents are requested to submit their preferences for placement into Primary:-

Priority is given to:-

- a) Looked After Children
- b) Special Educational Needs
- c) Siblings Rule
- d) Geographical Location

Open days are held every year for the new intake. In addition, Nechells Primary E-ACT Academy offers tours to parents and prospective pupils on request throughout the year.

### **ADMISSION OF PUPILS DURING THE ACADEMIC YEAR:**

1. Applications for admission to Nechells Primary E-ACT Academy are made to the academy for any year group. Places are allocated by the academy using the above guidance. Details are then collated and submitted to the LA for approval and distances for the waiting list.
2. The academy office will collate family details and information from previous school and will arrange an interview with the pupil and his/her parent/carer once authorisation has been received from the Deputy Head in charge of Inclusion.

3. During the interview process discussion will take place regarding Free School Meals to ascertain whether the pupil is eligible for FSM.

Parents are informed this information will be recorded on the Eligible Checker spread sheet and submitted to the local authority for approval. Parents are informed of the outcome once received.

If parents inform the academy staff during the interview that the pupil is not eligible then no further action is taken.

The academy office will ask for proof of benefits and copies will be taken to keep on file for audit purposes.

4. After the interview arrangements are made for the pupils to be assessed by the SENCO in order to ascertain academic ability and potential.
5. The SENCO will decide if it is possible and appropriate to offer a place and then place the pupil in a class based on availability of spaces, social, gender and ethnic balance and academic potential and supports needs. Discussions may take place with the SENCO if additional support is to be required by the pupil.

The family are then informed of the decision and advised of an admission date.

6. Staff are informed of relevant information and a start date on the pupil prior to his/her start date. One page profiles are submitted to the class teachers before the admission date.