

## FREQUENTLY ASKED QUESTIONS ABOUT ADMISSIONS TO ORLEANS PRIMARY SCHOOL

### 1. WHAT OPPORTUNITIES ARE THERE TO VISIT THE SCHOOL AND SPEAK WITH STAFF

We are able to offer school tours to allow parents and carers to visit Orleans Primary school. The Head Teacher and Deputy Head Teacher will conduct the tours. The details of which are listed on the school's website via the following: [Admissions and school tours](#)

We have also created a Virtual Tour of our school, which includes the following:

- A welcome and introduction from the Head teacher
- A virtual tour of our school grounds including our playground, classrooms, library, Meditation Garden and our Classrooms. Our previous Deputy Head Beckie Bennett voices this.
- An interview with some of our Year 6 pupils, which details what, they think about their time at Orleans.

### 2. WHAT AGE CAN CHILDREN START SCHOOL?

Some of our children join the school in our part time Nursery (the September after a child turns 3). We offer 3 hour sessions either in the morning for 5 days a week or in the afternoon 5 days a week, term time only. We have 26 spaces per session. Children start school in Reception, the September of the school year in which they will become 5 years old, which means most children are 4 years old when they start school. We have 60 spaces in our Reception year group, which comprise two classes of 30.

### 3. DOES ORLEANS PRIMARY SCHOOL HAVE A HOME/SCHOOL AGREEMENT?

Yes, we do have a Home School Agreement in place, which details the expectations of parents and carers, children and our school throughout your child's time at our school. By accepting the place at our school, it is the expectation that you are agreeing to the contents of our Home/School Agreement.

### 4. DO YOU OPERATE EARLY YEARS FUNDING?

Yes. We offer Early Years funding based on 15 hours per week for our Nursery students. For further details, please contact the school office at [info@orleans.richmond.sch.uk](mailto:info@orleans.richmond.sch.uk)

### 5. WHAT ARE THE NURSERY HOURS?

All children attend 5 mornings or 5 afternoons a week. Please note, these are not drop in sessions, and children are expected to arrive at the start of the session and stay until the end. These sessions are term time only.

**Morning session** 8:45am - 11:45am

**Afternoon session** 12:30pm - 3:30pm

### 6. WHAT IS YOUR ADMISSIONS POLICY?

Please find our Admissions Policy here:

<https://www.orleans.richmond.sch.uk/page/?title=Policies+and+Documents&pid=235>

Here is a link to our Admissions webpage. <https://www.orleans.richmond.sch.uk/page/?title=Admissions&pid=209>

### 7. WHEN ARE SPACES FOR NURSERY CONFIRMED?

Orleans Nursery receives more applications than there are places available. Parents who wish to make an application for a Nursery place can download an application form via our website and email to [info@orleans.richmond.sch.uk](mailto:info@orleans.richmond.sch.uk). Hard copies are available at the school office. The closing date for Nursery applications is early March. Children who are successfully allocated a place will be notified by early May.

### 8. WHEN ARE SPACES FOR RECEPTION CONFIRMED?

The deadlines for Reception spaces are as follows:

- Online applications opened on the 1<sup>st</sup> of September 2021.
- The closing date for Reception applications is 15<sup>th</sup> of January 2022. If an application is submitted after this date then it is counted as a late application.
- The Local Authority will offer places to all parents the evening of 19<sup>th</sup> April 2022
- Parents must either accept or decline the offered Reception place by 4<sup>th</sup> May 2022

#### 9. DO YOU HAVE A SIBLING POLICY?

If your child has a brother or sister already in the school, you must still apply for a place by 15 January 2022. Brothers and sisters must still be attending the school in September 2022 to give your child sibling priority for a place.

The eligibility criteria for places is explained in detail in the Local Authority brochure on page 12, which explains the sibling link. We have listed their exact wording below:

“The admission criteria for community infant and primary schools. These criteria will be applied to every application naming a community school. The same criteria are used to order applications remaining on a school’s waiting list.

(i) Places will be offered firstly to looked after children and previously looked after children. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (such as from a social worker).

(ii) Places will next be offered in cases of exceptional family, social or medical need (which must be described on the application and verified by professionally supported evidence) that makes the school concerned the most suitable one for the individual child.

(iii) Places will then be offered to children who have a brother or sister (sibling), including an adopted, foster, half or step brother or sister, living at the same address and attending Reception to Year 6 at the same school (or the paired junior school) at the time of admission.

(iv) Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(v) The remaining places will be offered to children who live nearest to the school, measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using the Council’s geographical information system.

*Note:* Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used. If there are more applicants within each criterion, distance from home-to-school will be used as a tiebreaker and will be measured using the Council’s geographical information system. For applicants who live the same distance from the school, random selection by the drawing of lots is used as the final tiebreaker.

If a parent applies for entry into the same year group for more than one child, and there is only one place available, random selection by the drawing of lots is used to decide which child should have the place. The names of the remaining brothers or sisters will be added to the waiting list in accordance with criterion (iii).”

#### 10. CAN I DEFER MY CHILD'S ENTRY TO PRIMARY SCHOOL?

Please see the Local Authority Admissions booklet on Page 26 for further information on this.

#### 11. DO YOU OPERATE WAITING LISTS?

Yes, the Local Authority holds these. Please note that the school does not have access to any waiting lists held.

#### 12. WHERE CAN I FIND OUT ABOUT SCHOOL UNIFORM?

A full list of our school uniform requirements can be found on the school website; Stevenson’s on Twickenham is our stockist.

All pupils who join our school are expected to wear full uniform, every day. We view it as part of the identity of the school and want both children and parents to take pride in their child wearing the Orleans Primary School uniform.

### 13. DO YOU HAVE A BREAKFAST AND AFTERSCHOOL CLUB?

Yes, we have wrap around care, provided via an external company called Energy Kidz. Energy Kidz operate from the school's small hall. Places are booked directly with Energy Kidz.

Their details can be found through this link:

<https://www.orleans.richmond.sch.uk/page/?title=Before+%2F+After+School+Care&pid=526>

### 14. DO YOU PROVIDE LEARNING SUPPORT?

Learning Support provision is offered to pupils requiring intervention that is additional to or different from the activities normally available to pupils. This provision may be long term because they have a Specific Learning Difficulty or Need e.g. Dyslexia, Dyspraxia, or short term because they require 'booster' activities to close the gap between their attainments and those of their peers.

We align to the SEND Code of Practice: 0 to 25 years (2015) recommendations following an Assess, Plan, Do, Review (APDR) model of practice.

Those children with an Education Health Care Plan (EHCP) receive one to one support in accordance with their recommendations:

- some children are supported across the curriculum,
- some are supported within small group interventions and,
- Some receive support from outside agencies such as Occupational Therapists, Speech and Language Therapists or Cognitive Behavioural Therapists.

Our mission is to provide quality all round education for all our pupils by removing barriers and enabling everyone to reach their true potential within a secure environment.

We have a strong pastoral system, which responds to the needs of every individual. We also strive to develop strong partnerships with all of pupils' parents/carers by communicating regularly on both social and academic progress made.

Our pupils are very much at the heart of any additional support they may need and this includes helping to create their Individual Learning Plans whenever possible.

Our Inclusion Team is very much a part of the whole school. We have our Inclusion Lead, Miss Parsons, our SENCO, Mrs Ho and our Leader of Learning, Ms Aguilar.

### 13. WHERE DO CHILDREN GO ON TO AFTER ORLEANS?

Our pupils go to a wide range of schools both local and further afield. There is some variation every year in where our pupils go with a mixture of Local Authority, independent and grammar schools.

Leavers in recent years have gone to the following schools:

- Orleans Park School
- Waldegrave School
- Tiffin School
- Surbiton High School
- Richmond upon Thames School

#### 14. WHAT DOES REMOTE LEARNING FROM HOME MEAN?

In the event of having to send a class home due to Covid 19, we would offer a remote learning package. This would be on Tapestry for our EYFS pupils, where daily activities would be set. Alternatively, for Year 1 to Year 6 pupils they will have daily work set for them on Google Classroom. Upon joining the school, further advice and support would be given to access both platforms.

#### 15. WHAT SNACKS CAN MY CHILD BRING IN TO SCHOOL?

We are a nut free school and request only pieces of fruit or vegetables to be brought in as part of morning snacks.