

Orleans Primary School



Admissions

Governor's Committee Responsible	Full Governing Body
Status	Statutory
Review Cycle	Annual
Date written/last review	September 2020
Date of next review	September 2021

Signed: Chair of P, C&C:

Date:

Signed: Head teacher:

Date:

Admissions Policy

The London Borough of Richmond upon Thames (LBRuT) is the admission authority for all community and voluntary controlled primary and secondary schools. The admission arrangements are determined by the Local Authority, after statutory consultations.

Full information and guidance about admissions to Richmond schools is given on Richmond's website at http://www.richmond.gov.uk/school_admissions.htm

The link to the admissions brochure for primary schools is https://www.richmond.gov.uk/media/3082/primary_admission.pdf You may also request a hard copy of the admissions brochure from the Local Authority.

Criteria for the allocation of places

The places at Orleans Primary School are decided by the Local Authority admissions team using the agreed Local authority admission criteria for community infant and primary schools. These are listed and detailed in the Primary School Admissions brochure.

These criteria will be applied to every application for a community school place. The same criteria are used to order applications remaining on a school's waiting list and for places within our school Nursery.

For detailed descriptions of the criteria for allocation of places please see pages 19 through to 22 of the Local Authority admissions brochure which can be accessed through this link:

https://www.richmond.gov.uk/media/3082/primary_admission.pdf

Admissions to Nursery

Please see the LBRuT publication "Richmond Nursery education booklet" available on the LBRuT website.

<https://kr.afcinfo.org.uk/pages/community-information/information-and-advice/applying-for-nurseries-and-schools/primary-school-admissions>

At Orleans Primary School Nursery children start in September after they are 3 years old. Our Nursery has 52 places with 26 children in each morning or afternoon session.

The offer will be for either a morning (8.45am – 11.45am) or afternoon (12.30pm – 3.30pm) session for 3 terms. Places are offered on the basis of children attending five sessions a week, Monday to Friday. **We do not offer drop in Nursery sessions and therefore, if you accept a place in our Nursery your child must attend on each day of the week.**

Offers for places in the Nursery are made using the same set of criteria as for the Reception classes. Please see pages 17 through to 22 via the following link:

https://www.richmond.gov.uk/media/3082/primary_admission.pdf

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. Hard copies are available at the school office. The closing date for Nursery applications is early March 2021. Children who are successfully allocated a place will be notified by early May.

Please note that admission to Nursery does not guarantee a Reception place and a separate application for a place in Reception must be made online via Richmond Admissions. Under normal circumstances the Headteacher offers group appointments to view the Nursery and school during the school day however, due to Covid-19 the school has a virtual tour and introduction by the Headteacher on our school website. We will review this according to the Government guidance.

Admissions to Reception

Please see the LBRuT brochure “Primary Schools admissions brochure” available on the LBRuT website. Children join the Reception class in the academic year in which they become five. We are a two-form entry school with 60 Reception places. All children join at the start of the Autumn Term on a full-time basis. Under normal circumstances the pupils are at school from 8.50am – 3.10pm. However, due to the Covid-19 restrictions the school is operating a staggered start and finish time. Please see the school website for further details. We will review these times in line with Government guidance.

Applications are made online at www.eadmissions.org.uk

Please see the “Admission to Primary School” brochure for more information. Applications are not made to the school.

Online applications open on the 1st of September 2020.

The closing date for Reception applications is 15th of January 2021.

The Local Authority will offer places to all parents by 16th April 2021.

Parents must either accept or decline the offered Reception place by 30th April 2021.

Orleans Primary School usually receives more applications than there are places available. Places are, therefore, allocated by the Local Authority according to its admission policy. For admissions criteria, please refer to pages 17 to 22 of the “Admission to Primary School” brochure for more information, which can be accessed via this link:

https://www.richmond.gov.uk/media/3082/primary_admission.pdf

Parents have the right to appeal to the LA if their application has not been successful. Details of this procedure are on page 35 of the brochure.

Deferred Entry

The Local Authority advice on deferred entry to school can be accessed on page 5 in the ‘Admissions to Primary School’ brochure via this link:

https://www.richmond.gov.uk/media/3082/primary_admission.pdf

The schools view on deferred entry is that we believe that all children of school age benefit from starting school together at the beginning of the school year, regardless of differences in age. In this way the children are introduced to the learning environment, their peers and school routines in a gradual and planned way. For this reason, the school will only consider requests for deferred or part-time entry in exceptional cases where there is clear evidence that deferred or part-time entry is in the best interests of the child.

In-Year Admissions

Moving into the Borough

If you have recently moved into the London Borough of Richmond upon Thames and require a school place for your child, you will need to complete an application form.

Transferring within the Borough

If your child is already attending a local school and you would like your child to transfer to another school for any reason, you should first discuss this with the Headteacher of your child's current school. This is because a child's education usually benefits most when they have continuity of teaching and learning in the same school. If you still want to move your child after you have spoken to your child's current school, you will need to complete an application form. You should not withdraw your child from their current school until you have secured a place at an alternative school.

The In-year Admissions Team can be contacted on: 020 8547 5569.

The Head teacher will meet with all families prior to the pupils starting school if it is an in-year admission.

Admissions for Pupils with Additional needs

For some pupils, the move to a new school can potentially be challenging. In order to make this transition a positive one, the Deputy Head or SENCO will meet with prospective parents of a child who has additional needs. This allows the school to ensure that the necessary provision is in place when the child starts school to ensure a smooth transition.

Class allocation

Once a child has been given a place at the school by the Local Authority, the school will allocate them a place in a class. If it is a mid-year admission, the Headteacher will allocate them a place in a class. Factors that will be taken into consideration are as follows:

- Space in a class
- Number of children joining the class mid year
- The specific needs of the pupil and/or the class.

If you have any queries, please call the school office on 020 8892 1654.

September 2020.