

# Bromley Heath Infant School

## Admissions policy

<b>Author/Person Responsible</b>	<b>Tina Long</b>
<b>Date of Ratification</b>	<b>Dec 19</b>
<b>Review Group</b>	<b>Curriculum Committee</b>
<b>Ratification Group</b>	<b>As above</b>
<b>Review Frequency</b>	<b>1 year</b>
<b>Review Date</b>	<b>Nov 2020</b>
<b>Related Policies</b>	
<b>Chair of Curriculum Committee Signature</b>	
Signed _____	

## Equality Impact Assessment (EIA) Part 1: EIA Screening

<b>Policies, Procedures or Practices:</b>		<b>DATE:</b>	Nov '19
<b>EIA CARRIED OUT BY:</b>	T.Long	<b>EIA APPROVED BY:</b>	

### Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
<b>Age</b> (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		<b>NA</b>
<b>Disability</b> (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		<b>NA</b>
<b>Gender reassignment</b>		<b>NA</b>
<b>Marriage and civil partnership</b>		<b>NA</b>
<b>Pregnancy and maternity</b>		<b>NA</b>
<b>Race</b>		<b>NA</b>
<b>Religion and belief</b> (practices of worship, religious or cultural observance, including non-belief)		<b>NA</b>
<b>Gender identity</b>		<b>NA</b>
<b>Sexual orientation</b>		<b>NA</b>

Any adverse impacts are explored in a Full Impact Assessment

## **Purpose**

To inform parents/carers about the school's admission procedures which are in addition to the admission procedures detailed in the South Gloucestershire's Guidance on to Admission to Schools.

## **Guidelines**

- South Gloucestershire Local Authority is the admissions authority for the school and deals with all admissions and appeals. The school adheres to their policy and guidelines on admissions.
- Parents/carers must apply directly to South Gloucestershire Local Authority for all admissions. They are able to express a preference for this school and to give a reason for that choice.
- Parents/carers seeking a place for their children at this school will be given a school prospectus and directed to the school's website for further information.
- The standard number of children admitted to Bromley Heath Infant School is 60 for each year group.
- All children who attend Bromley Heath Infant School are guaranteed a place at our partner junior school to complete their Key Stage 2 education.
- Parents/carers have the right to appeal against any decision made by South Gloucestershire Local Authority regarding the school place they have been offered. Parents/carers should contact the South Gloucestershire Council Offices via their website <http://www.southglos.gov.uk> telephone: 01454 868008 or by post at PO Box 298, Civic Centre, High Street, Kingswood, Bristol, BS15 0DQ, for further details.

## **Induction into the Foundation Stage**

Prospective Parents/Carers visits are held during the autumn term prior to the final date for admissions South Gloucestershire Local Authority. We encourage any prospective parents/carers who contact the school to come to visit the school and meet the Headteacher.

Once offers of places have been sent to parents and the school, Bromley Heath Infant School will contact pre-schools, arrange induction meetings and information booklets etc. aimed at supporting parents/carers and children through the induction process.

We operate a phased introduction into school during the first weeks of Term 1. This involves the children attending on a part-time basis and our experience shows that this enables children to experience a smooth induction into school. The induction programme is evaluated and reviewed every year.

## Mid-year or new induction into Key Stage 1

If a pupil joins the school during their Foundation Stage year or Key Stage 1 every effort will be made to ensure they integrate successfully into the school and existing class structures. New pupils will be allocated a pupil partner/ friend and an adult mentor to help them settle quickly to the new school routines, rules and expectations. All staff will be informed of their arrival to support their transition to BHIS and make their induction period as welcoming as possible.

This policy has been agreed by staff and governors at Bromley Heath Infant School and will be reviewed annually.

Updated and rewritten Sept 2015. Signed: \_\_\_\_\_

<b>Review date:</b>	<b>Signed:</b>
Reviewed and Updated November 2016	✓
Reviewed and Updated November 2017	✓
Reviewed November 2019	