



Knowledge · Virtue · Aspiration

Upper Junior School for Girls

ADMISSIONS POLICY & ENTRY REQUIREMENTS

ADMISSIONS

At Greenfields we assess each pupil primarily on their academic merits but also look at other aspects of their educational background and profile, including conduct and attitude. The current school's recommendation is an important part of this process.

Admission to Greenfields will depend on the school's ability to feel reasonably sure that it will be able to educate and develop the prospective pupil to the best of their potential so that there is every chance that they will benefit from the education provided.

This policy reflects the school's responsibilities under the Equality Act 2010. At Greenfields Primary we will ensure that, at every level, in all our work and throughout all aspects of the school community and its life, everyone will be treated equally. For further information on this, please consult the school's Equal Opportunities Policy.

SAFEGUARDING AND ADMISSIONS

In line with *Keeping Children Safe in Education* (KCSIE), dated September 2016 and *Children missing education: statutory guidance for local authorities*, dated November 2016, the Admissions departments have the following responsibilities:

1. Maintain an accurate admissions register – pupils leaving at non-standard transition points are to be reported to the Local Authority. The admissions register will contain the personal details of every pupil in the school, along with the date of admission to the school, information regarding parents and carers and details of the school last attended.
2. The school will enter pupils on the admissions register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that

the pupil will attend the school. The school will notify the local authority within five days of adding a pupil's name to the admission register. If a pupil fails to attend on the agreed or notified date, the school will establish the reason for the absence and mark the attendance register accordingly.

3. Where the parent of a pupil notifies the school in writing that the pupil will live at another address, the school will record in the admissions register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.
4. Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school will record in the admissions register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.
5. Contact previous schools of pupils joining Greenfields for safeguarding information.
6. Annex A of KCSIE, September 2016 entitled 'Further Information on a Child Missing in Education' outlines the responsibility for schools to 'put in place appropriate safeguarding policies, procedures and responses for children who go missing from education.' This requires all schools to maintain an accurate admissions register and to 'inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days.
7. Every entry in the admissions register and attendance register will be preserved for a period of 3 years after the date on which the entry was made.

ENTRY REQUIREMENTS

For pupils wishing to join Greenfields Upper Junior School for Girls, entry at this level is subject to:

- An informal assessment of the pupil based upon a short visit to the school.
- Pupils wishing to join into Years 3, 4, 5 and 6 will be assessed in English, Mathematics and General Core Knowledge Ability preceding entry as outlined in our school curriculum policy.
- A reference from the current school is required at all stages of the admissions.

In addition to the above the following criteria will be considered for all applicants;

- An appropriate balance of gender within the year group in accordance with the School's class structure.
- Proximity to the school of the applicant. Shortest walking distance to the school. In the event of a tie-break situation priority will be given to the child who has the longer journey to the nearest school
- Staff children
- Children who have older siblings at the time of application and date of admission
- Children who have strong connections to the local community in cases of oversubscription
- Applicants sharing the Ethos and Values of Greenfields
- Early-applications

When classes have reached the optimum number, Greenfields will take names for a waiting list and places will be allocated according to the admissions policy.

The Headteacher will make final decisions on all pupil admissions to the school. He will base the decision on the availability of places and on the school's ability to be beneficial to the all-round education of the child and the impact of any application upon the class and it's learning.

P. Saeed Alam - October 2018

This policy will be reviewed in September 2019

This policy is regularly monitored to ensure that it is working as effectively as possible. It will be reviewed annually and at other times in the intervening period as necessary.