



Holly Park School In Year Admissions Policy

This policy links with the UN Rights of the Child

Article 3

The best interests of the child must be a top priority in all things that affect children

Article 28

Every child has the right to an education. Primary education should be free. Secondary and higher education should be available to every child. Children should be encouraged to go to school to the highest level possible. Discipline in schools should respect children's rights and never use violence.

Introduction

The aim of this policy is to ensure that the In Year admissions policy is streamlined, clear and known to all. The policy aims to make the admissions process effective for both the new family and the school staff.

Objectives

For all staff members to know the process of In Year admissions.

To ensure that staff have as much information as possible about a new child before they start.

The In Year Admissions Process

Prior To Admission

- The Pupil Support Officer will check SAMS (School Admissions Management System) for any new admissions or we will be informed by Barnet or a parent calling
- The Pupil Support Officer will let a member of SLT know that there are new starters
- SLT and the office staff will arrange a date and time for the new starters to come for a school visit and the office will notify the parents and invite them along
- The Pupil Support Officer will email the parents all the admissions forms prior to their visit so that these can be completed ahead of the visit and brought in on the visit day
- If the parent does not have a printer at home, they can email the forms back or they can complete them when they come for the visit
- No child can start without the forms being completed

- Once the forms are completed and received, the office staff transfer the information onto the school information system.

The School Visit

- Class teachers will attend the school visit with a member of SLT
- During the school visits, a member of SLT and the class teacher will meet with the new child & their parents. They will tell them key information, collect the admissions forms, check the forms are complete (no missing information) and give them a tour of the relevant areas in the school. They will also find out key information about the child eg previous school attendance, languages spoken etc
- If there is more than one child – each class teacher will come to the visit in rotation
- The new child and their parent should be introduced to the Headteacher on their visit. If she is not available then this should be on their first day.

Start Dates

- Children can start on a Monday unless there is a specific reason why not e.g The class are on a trip
- Children should begin at the normal school start time of day unless there is a specific reason not to
- Children who have additional needs, are EAL or are new to the country can have a more gradual start eg mornings only – this will be decided as needed by the class teacher and member of SMT
- The class teachers can then tell their class about a new child starting before they arrive

Pupil Information Post Start Date

- Once the files arrive from the previous school they will be handed to the class teachers to read. Class teachers then need to return them to the office then put in the child's individual file in the office. Safeguarding forms will be given to the DSL. SEN information to be given to the SENCO.
- Once the children have been put onto Integris, the Pupil Support officer will email: The ICT leads so that they can set up LGFL & Google classroom passwords etc The SENCO so that she can let teachers know about other children who speak the same language (if they are EAL) The Key Leader for Disadvantaged & LAC so that she can put them in a House
- A CTF file will be sent over from the previous school once they know the child is coming to us. This is uploaded via Integris and includes information such as Phonics check and other formal assessment results, FSM eligibility or SEN.

Monitoring

It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Staffing & Pupil Welfare Committee.

This policy will be reviewed bi annually.

Document Control **Revision History**

Version	Revision Date	Revised By	Revision
1.0	April 2021	A working group	New Policy
1.1	Aut 2021	Govs S&PW	Reviewed & ratified
1.2	Aut 2022	Govs S&PW	Reviewed & ratified
1.3	Aut 2023	Govs S&PW	Reviewed & ratified
1.4	Aut 2025	Govs S&PW	Reviewed & ratified

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		Autumn 2025
Chair of Governors	Clare Hegarty		Autumn 2025

Distribution

Shared with
• Staff via school server • Staff via weekly briefings, Inset and phase meetings • Parents via Website • Governors via committee meetings

Date for next review
Autumn 2027