



MARTIN PRIMARY SCHOOL

Casual Admissions Policy

Date reviewed: February 2019
Date of next review: February 2020

What are Casual Admissions?

A casual admission refers to any child admitted to Martin Primary School, except for children joining statutory education in Reception. These may also be referred to as in-year admissions.

As a maintained primary school in Barnet our casual admissions are administered by the London Borough of Barnet. Go to: <https://www.barnet.gov.uk/citizen-home/schools-and-education/school-admissions>.

At Martin Primary School parents/carers who complete registration forms are asked to meet with the Ethnic Minority Achievement (EMA) teacher (Julie Taylor) prior to the child starting school. They are asked to bring in all relevant documentation, including proof of identity and right of residence in the UK. If they are in receipt of free school meals then they are also asked to provide the necessary documentation at the same time.

The EMA teacher interviews parents and the child and organises a tour of the school. He or she checks that the previous headteacher knows that the family are transferring. The office staff ensure that forms are completed fully and that all necessary documents are photo-copied. They then transfer information onto the school records including the assessment database and admissions pro forma. They inform all necessary staff so that records can be up-dated and everyone is informed of any additional needs and so on. Office staff also ring the previous school to ask for UPN numbers and for records to be transferred. In certain circumstances, the Head Teacher or Inclusion Manager may speak with the previous school as well. This is to ensure we are as well-prepared as possible to meet the needs of the new pupil.

Once admission is agreed the school asks the family to purchase uniform, prior to starting. Any information relevant to the year they will be starting in is given at this time. A child joining Year 5 is provided with school journey information. A child starting Year 6 is supplied with secondary transfer information.

New admissions start on a pre arranged date. Prior to starting the receiving class teacher and teaching assistant organise for a buddy to look after the child and sort out resources, particularly for those children with little or no English in consultation with the Inclusion Manager and EMA teacher. The receiving teacher also tries to find out as much as possible about the child.

Once the child is enrolled, he or she has a tour of the school with the buddy, and is given as much information as possible about the school.

The school may accept a child who has been excluded from another school and may consider a reduced timetable to try to make the admission more likely to succeed. The child may work in a small group until he/she is able to join in.

Nursery admissions are covered by our **Nursery Admissions Policy**.

Monitoring, Evaluation and Review

The Headteacher is responsible for annually monitoring the effectiveness of this policy in collaboration with the Senior Leadership Team.