



**Malpas Court Primary School**

**Ysgol Gynradd Llys Malpas**

*"Where children learn to live  
and live to learn in an ever changing world"*

## Policy for Admissions and the School Day

As a Rights Respecting school we are committed to embedding and promoting the principles and values of the United Nations Convention on the Rights of the Child (UNCRC). This policy enables children to enjoy Article 3, 4, 5, 7, 8, 12, 13, 23, 28, 29.

### Introduction

As Malpas Court is a county school, the LA deals with all admissions and this policy is therefore in accordance with the LA Schools Admissions Policy. This policy is updated yearly by the Local Authority (LA).

The general policy is to provide a place for each child at their designated school, which is normally the local school. Should the school be oversubscribed, a place will be offered at another school. If a parent expresses a preference for a school other than their own local school, the request is agreed unless there are more applications than places available.

Where there are more applications than the admission limit, places are normally allocated in order of priority as follows:

- Children who live in the designated area of the school
- Children who live outside the designated area as follows:
  - a. Those with brothers or sisters already at the school who will still be at the school when the child starts
  - b. Those who need a place at the school on exceptional medical or social grounds
  - c. Those who live nearest the school.

The LA considers applications to Nursery and Reception classes. Parents of three year olds may also apply to the school for a place in Nursery to start in the term after the child's third birthday.

Children who become three during the Autumn or Spring terms may apply for a place in Nursery for the following term. These places, for children who are "rising three" are usually reserved for children in our local school "catchment" area. Nursery admission does not automatically guarantee admission to Reception classes.

For children coming to school later in their school career, they will be admitted to the school as long as space exists at the time of application. A waiting list is kept for those unable to have a place immediately. The criteria above will apply to the waiting list, rather than the length of time on the list.

If parents request a place because of concerns or dissatisfaction with another school, they are requested to make every effort to resolve the problem. Liaison with the other school is imperative.

No child will be refused entry to Malpas Court on the grounds of race, gender, SEN and disability.

### **Admission Limits**

The designated admission number for our school is 30. Classes will not exceed 30 pupils each.

### **Admission Arrangements**

Nursery and Reception children will be offered a staged entry to school to ensure that they settle in well and can be given extra attention at this time. Initial visits to Nursery will last for an hour and the teacher will judge how quickly to extend this time.

In Reception, children will start a little after the older children in the morning and be collected a little earlier. These few minutes allow them to enter school at a quieter time, avoiding any hustle and bustle at the beginning or end of the day. Their first week will be half days and at the end of the first week they will stay for lunch. In week two, all children will attend for the whole day.

## **Introduction to School**

We offer an induction programme to ensure that each child has a smooth transition to school life.

Parents are invited to meet staff and be given the information that they will need. They are encouraged to ask questions and to visit the classroom.

Visits are then arranged for children in small groups so that they can meet their teachers and spend time in their classrooms.

Records from feeder schools or Nurseries are passed on. It is essential that parents inform us of any medical conditions, special needs or individual fears or strengths that they are aware of their child having.

Before being admitted to school, children will be expected to:

- ✓ Be able to use the toilet and usually be dry during the day
- ✓ Have some independence in dressing and feeding themselves
- ✓ Be able to communicate their needs.

## **Equal Opportunities Statement**

This policy applies to all children regardless of race, culture, religion, gender, ability or social advantage.

## The School Day

Nursery 9.00a.m.-11.30a.m.

8.50 - 9:00 a.m.	Children enter school and Registration
9.00 - 10.30 a.m.	Session 1
10.30a.m. - 10.45a.m.	Playtime
10.45a.m. - 12.10 p.m.	Session 2
12.10 - 1.10 p.m.	Lunch
1:15pm	Assembly - Monday, Wednesday, Friday
1.10 p.m. - 3.15p.m	Acorns Session 3 and 4
1.10 p.m. - 3.30p.m.	Oaks/Mighty Oaks Session 3 and 4

- Reception - Year 2 pupils enter school from 8.50a.m., and are supervised in their classrooms. The children enter via the door to the FP yard and parents are requested to leave their children at the door.
- Year 3 - 6 children enter school from 8.50a.m., under the supervision of support staff and are supervised in their classrooms by class teachers. The children enter via the upper yard door and parents are requested to leave their children on the yard.
- Teaching staff follow a rota for playground duty which is available in the staff room.
- If it is wet play the children stay in their classrooms and are supervised by staff.
- All classes are met on the yard by class-teachers at 10.45 a.m. prompt.
- All classes are met on the yard by class-teachers at 1.10 p.m. prompt.
- All pupils are supervised on leaving the school at the end of the day.
- All staff are on duty for 10 minutes after the end of the day and must ensure that every child has safely left the building.

Our admission criteria and interviews are fair and equal for all and do not detrimentally affect any racial or ethnic groups.