



PURFORD GREEN PRIMARY SCHOOL

Admissions

Essex County Council's Admission Policy is explained in more detail in the booklet '**Primary Education in Essex**' a copy of which is available from the school office on request. This booklet includes a copy of the '**Common Application Form**' which can also be accessed online at admissions@essex.gov.uk.

Admissions of New Intake (Children starting at the beginning of the new school year in the reception class.)

Parents who wish to apply for a place for their child at Purford Green should send a 'Common Application Form' either on paper or online to Planning and Admissions at Essex County Council by the published closing date, which varies from year to year. Planning and Admissions will allocate places by the published offer date, which also varies from year to year. At Purford Green we can admit 30 children in each academic year.

No child is guaranteed a place at the school. In the event of the school being over subscribed, places are allocated using our Admissions Policy. The following criteria are used in the order shown:

1. Looked After Children and previously Looked After Children
2. Children with a sibling attending the school at the time of application;
3. Children of a permanent member of staff who has been employed to work at Purford Green Primary School for two years or more at the time of application;
4. Children living in the priority admission area;
5. Remaining applications.

When can my child start school?

Children, whose 5th birthday is between September 1st and August 31st of the following year, will be able to start school in at the beginning of the Autumn Term. Children who are very young in September, perhaps just 4, do not have to attend school for a full day. Parents may choose to send them for half a day initially, but will be encouraged to bring their child to school all day by the spring term. All children must be in school for a full day once they are five years old.

In June or July a meeting will be held for all parents whose children are due to start our school in the following academic year. At this meeting, parents will have an opportunity to meet the Early Years staff and learn more about what to expect as their children start school. Arrangements will also be made for home visits, for children to try out our school menus and the details about the children's phased start to their first term.

We are always very happy to meet parents who may be thinking about sending a child to Purford Green. You can contact the school office, make an appointment to meet the Headteacher, Miss Bloomfield, and have a chance to look around the school. Miss Bloomfield will be happy to talk to you about our school and answer your questions.

Admissions other than new intake

Parents requesting admission to school at any other time are **encouraged to visit the school and meet the Headteacher**. The Headteacher will let parents know whether there is a place available for their child. If there is a space for their child, parents will contact Planning and Admissions and complete a Mid Year Application Form either on paper or online. We are a single form entry school and we take 30 children in each year group. (See Admissions Policy) You will be asked to complete our own pupil information forms and your child's previous school will be contacted.

Children with specific educational needs may have a delayed start to ensure that the right support is in place.

New arrivals and children for whom English is an additional language

New Arrivals: Parents of children who have just arrived in England and are requesting admission to our school are expected to visit the school and meet the Headteacher. If necessary the family are encouraged to bring a friend or relative, able to act as an interpreter at this meeting.

Once accepted, the school will contact Admissions and arrangements will be made for the pupil to make a phased start at the school as part of their induction. This is usually half days for the first two weeks. This gives the school time to ensure that some resources can be collected.

All EAL pupils: If English is not the first language spoken at home children may need some extra support settling into our school. Although it is very important for EAL pupils to work alongside native English speakers to help their growing knowledge and understanding of the language, EAL pupils will also have time and intervention with an EAL Teaching Assistant.

Transfer to Secondary School

We have good working relationships with all local secondary schools but as we work in partnership with Passmores, children will visit regularly throughout their time at Purford Green. They will work alongside Passmores teachers and students to complete projects, spending their last 2 weeks of Primary school at Passmores. Representatives from other secondary schools will come and visit our Y6 pupils in school and children will also be invited to visit their chosen secondary schools as part of the transition process.