

Policy:	<b>Admission Arrangements</b> (statutory)	
This policy was adopted or reviewed on:	September 2019	
Review Date:	September 2020	

### **Admission to Oxley Primary School**

Applications (and any appeals that might need to be heard) for places at our school are managed by **Leicestershire County Council**; the school does not deal with places directly.

Please visit the Local Authority:

- 1) To view the latest Admissions Policy, go to <https://www.leicestershire.gov.uk/sites/default/files/field/pdf/2019/5/30/admissions-policy2019-for-entry-sep2020v2.pdf> to view the latest Admissions Policy. Paper copies of application forms can be obtained by telephoning the Admissions Department on 0116 305 6684.
- 2) To apply for a place at Oxley, go to <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/apply-for-a-primary-school-place>

**It is the school's admission policy to admit all children who live in the school's catchment area and those who live outside the catchment area whose parents want them to attend this school, provided that the Planned Admission Limit (PAL) of 39 pupils is not exceeded.**

### **Admission to Reception (Foundation Stage)**

If you would like your child to attend Oxley Primary School, please contact the Local Authority Admissions Department on 0116 305 6684. You will then need to complete an admissions form (available on line at [www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions), or from the school office) and return it to the Allocations Department at County Hall (address on reverse of the form). Please do not return admissions forms to school.

Many children attend local pre-schools before they start school. We have close links with the pre-schools. Our staff make visits to the local pre-schools to get to know the children before they start at Oxley. Pre-schools are also invited to visit one morning and spend time in our unit. Before your child starts school, you will be invited to visit our school and have a home visit. We will show you and your child around the school. We also provide information on the sorts of things to help your child be "school ready". Shortly before admission, you and your child will attend a pre-school introductory session and meet the rest of the class.

We expect children to be able to use the toilet independently by the time they are admitted to school. However, we recognise that young children vary widely in their levels of maturity and it can take longer for some children than others to be able to use a toilet and to settle into routines. We also recognise that children may be affected by trauma or health and other additional needs.

### **Transition to Secondary School**

The vast majority of children transfer to **Iveshead School** at the end of Year 6.

All children have opportunities to visit the school and meet staff. We have strong links with Iveshead School and a well-established programme of transition, which is **continually under review**. Staff from both schools liaise very closely to prepare children and parents for this stage of their education. In the year prior to transfer, senior staff from the secondary school hold Parents Evenings and Open Evenings. Our Special Needs Co-Ordinator meets with the secondary SENCO to discuss the needs of the children on the Special Educational Needs register. Every effort is made to ensure that the transfer is smooth and beneficial to your child.

### **Further information:**

Contact the school on **01509 502483** or **[office@oxleyprimary.org](mailto:office@oxleyprimary.org)**

Visit **[www.leics.gov.uk/admissions](http://www.leics.gov.uk/admissions)**