

St Michael's Church of England Primary School, Winterbourne

~ Learn Care Enjoy ~

Phasing full-time admission to the Reception Year Group ~ Policy Statement

This school aims to be a learning community in which all:

- . achieve their full potential
- . are motivated to work independently and collaboratively
- . take initiative and responsibility
- . show respect and consideration for others and their environment

Background information

The school follows the South Gloucestershire Council Infant/Primary Coordinated Admissions Scheme. Typically, all children will be admitted in September at the start of the school year, if they attain their fifth birthday during that academic year. However it helps the integration of children into school and facilitates good teaching practices if children are phased on a part time basis for a short period.

Deferred entry is permissible, however all arrangements will be made in accordance with South Gloucestershire Council Infant/Primary Coordinated Admissions Scheme and in consultation with the school as part of good practice in the interests of the child.

General Guidelines

The Governors have considered, and adopted, South Gloucestershire's Scheme. In response, they have agreed the following procedures.

1. The school should operate a phasing arrangement in the best interests of pupils and staff.
2. Over the phasing period, each child must have **in total** an equal amount and length of sessions – this excludes lunch-times.
3. During this time it is not necessary for the sessions to be equal in length each day, or for all children to have had an equal length and number of sessions each week, provided that by the end of this time all children have had exactly the same in total.
4. All children must be full-time by the beginning Term 2. There are exceptions – where a child has a Statement of Special Educational Needs or identified Special Educational Needs – and, in these cases, the school will liaise with the Principal

Educational Psychologist.

5. This policy will be reviewed annually.
6. A copy of this policy will be given to all parents of Reception age children in the Summer Term.

Specific Guidelines

1. The children will be divided into two similar sized groups – Groups A and B.
2. The first two days at the start of term 1 will be given over to parental conferences.
3. Over the next two weeks, each group will have one week of mornings with option of staying for lunch and one week of afternoons.
4. All children will start full-time.
5. Parents will be informed about the policy and given a copy at the induction meeting.

Reviewed Oct 2010

Reviewed Oct 2011

Reviewed Oct 2012

Reviewed May 2016