MILFORD INFANTS
Church Road, Milford
Godalming GU8 5JA

Grow, Learn, Believe, Achieve

STATEMENT OF POLICY - ADMISSIONS PROCEDURES

1) VISITING ARRANGEMENTS

Upon enquiry to the school, parents will be encouraged to make an appointment to visit during the school day, so that they can see the school in action and make a decision as to whether our school is right for their child.

This visit will incorporate an introduction by the Headteacher, followed by a tour of the classrooms and grounds.

Parents will also be assured that they are welcome to make further visits to the school if they feel this would help them in making a choice.

A follow-up discussion then takes place which involves answering any questions that arose during the tour. Parents may also have questions specific to their own child, which need to be answered privately when other visitors have left.

2) APPLICATION AND ALLOCATION FOR A PLACE

Admissions to Milford School are determined by Surrey County Council Local Educational Office. Applications should be made directly to them, the admissions website is: www.surreycc.gov.uk/learning/schools/schoolsadmissions.

This website gives the most current information on how to make an application as well as the latest admissions policy, in year application procedures, Fair Access Protocol and appeals procedures.

School staff must not give any suggestion that a child has a place until these procedures are complete and we have been informed of the children we have been allocated. Any enquiries before that time must be referred to the Admissions Team.

If the school is oversubscribed the Waiting List is also managed by the Admissions Team of SCC Local Educational Office.

3) PROCEDURE FOLLOWING THE ALLOCATION OF PLACES:

In line with Surrey County Council's admission procedures, all children are eligible to start school full time in September. For the children, there are visits prior to entry where the new entrants spend time in their class, getting to know the class teacher and teaching assistant(s), meeting some of the children with whom they will spend the early days of their school life, and learning about school. For parents, there is an evening welcome meeting to inform parents of procedures and introduce them to key members of staff.

To assist the children's transition to school the following take place:

1. Reception teaching staff visit the nurseries and pre-schools to meet the children in their pre-school settings.
2. New entrants and their families are invited to attend our Summer Picnic on the school field at the end of July.
3. Home visits take place at the start of the Autumn term.

4) ADMISSIONS AT OTHER POINTS IN THE SCHOOL YEAR (IN YEAR ADMISSIONS)

In year admissions are managed by the Local Educational Authority (see section 2). Once a place has been allocated parents are given the opportunity to visit the school and to meet with the Headteacher to discuss admission procedures and how they can support their child's transition into school.

5) RELATED DOCUMENTS

Inclusion/Equal Opportunities/Racial Equality/SEN and Disability/Milford School Admissions Information Booklet for New Parents/The Local Authority's admissions criteria for community schools.

Monitoring and Review

The Head teacher is responsible for the monitoring, review and evaluation of these procedures and for reporting any changes to them to Governors, through the Children and Learning committee

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