



BERRYMEDE JUNIOR SCHOOL

Osborne Road, Acton, London W3 8SJ

Phone: 020 8993 9053 Fax: 020 8896 0472

E Mail: admin@berrymede-jun.ealing.sch.uk

Admissions Policy

Policy Review Date: September 2017

Policy Renewal Date: September 2018

'Be Happy, Be Healthy, Study Hard'



BERRYMEDE JUNIOR SCHOOL

Admissions Policy



New pupils arrive in all year groups throughout the year as vacancies arise and new families move into our catchment area.

Children who start school at the beginning of year 3 usually arrive with attainment data from their Infant school, however other children may be new arrivals in the UK or arrive with no information at all and may be admitted at any point during the year and into any year group.

Children arriving throughout the year are called casual admissions. It is very important that as much information about new arrivals is collected as soon as possible after they accept a place.

The system below should be followed for all new pupils:

1. Office should inform the Head teacher and/or Assistant Head Teachers and the new class teacher as soon as confirmation of a new pupil is received from the LA and any details regarding the child should be passed on immediately, including their proposed start date.
2. On the day of admission, the child should be accompanied to school with their parents and meet either the Head or Assistant Heads to discuss protocols and expectations at Berrymede. The child may then be taken to their new class.
3. The office should contact the child's previous school to obtain all records including the following: Medical, SEN, CP, EAL and previous school reports.
4. All children new to school in the UK need to be referred to the EAL Co-Ordinator within the first 2 days of them starting at Berrymede, for assessment of their proficiency in spoken English.
5. Within a week of arrival, new pupils should be assessed in reading, writing, spelling and maths and a level awarded in each of these aspects of the core subjects.
6. Children need to be allocated to the appropriate set on the basis of the above assessments and should not stay in the lower sets as a default, it is important that they are receiving work pitched at the appropriate level for them as soon as possible.