



Acton Gardens Primary School

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Admissions Policy

Date of last review: September 2022

Date of next review: September 2023

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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.

Parents must firstly apply via Ealing Council's website - ealing.gov.uk - to apply for a Primary school. Once their application is made they should receive an offer within 10 school days. School places are offered weekly (during term time only).

Local Authority offers are checked weekly by the School Administrator via the Synergy website. When offers are made, the School Administrator will call to invite the parent and pupil to attend an appointment to register the pupil (usually 10am the following day).

The system below should be followed for all new pupils:

1. Office should inform the Head teacher and/or the Deputy 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. When parents attend registration, they will be given an application form to complete, plus a copy of the School brochure, Home-School Agreement and Uniform list to keep. A copy of the child's proof of date of birth (either passport, birth certificate or medical card) and proof of address (tenancy agreement or utility bill) needs to be taken and kept with the pupil's file.
3. School uniform is then sold to the parent from the school office. Information should be given regarding school lunches and enquire if the child is entitled to Free School Meals (FSM). The school can apply for FSMs on the parent's behalf.
4. When all the pupil data is obtained it will be entered onto the school database SIMs and a Data Collection sheet printed. Parents are then asked to check the Data Collection sheet and tick various permission boxes (if they agree) and sign the form. This is also to be kept in the pupil file.
5. On the day of admission, the child should be accompanied to school with their parents and meet either the Head/Deputy/Assistant Head to discuss protocols and expectations at Acton Gardens Primary. The child may then be taken to their new class.
6. The office should contact the child's previous school to request an electronic transfer known as a Common Transfer File (CTF) and obtain all other records including the following: Medical, SEN, CP, EAL and previous school reports. The school's DFES number is 307/2006 which the previous school will require for transferring the CTF.
7. The office will enter the on-roll date of the pupil onto the Synergy website, or inform In-Year admissions via email at in-yearadmissions@ealing.gov.uk (if the Synergy website is faulty).
8. 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 Acton Gardens Primary, for assessment of their proficiency in spoken English.
9. 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.
10. 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.