

Admissions Policy



Policy Reviewed: Summer Term 2005, 2008, 2011,
2014, 2017, 2020, 2023

Next Review: Summer Term 2026

Signed:



www.shutterstock.com · 414075982

Admission Policy

STATEMENT OF PRINCIPLE

At Cardinal Road Infant and Nursery School, we believe that everyone is special and deserves the best that we can provide. We want everyone to feel valued and respected, and have a positive self-image. We believe that parents/carers are equal partners in the education process. We also believe that nobody should be treated less favourably than anyone else on grounds of race, colour, ethnic origin, cultural or social background, gender or physical disability.

We recognise that parents have a difficult job to do in choosing the school that is right for their child, and we aim to do all we can to help them make their decision. All prospective parents are welcome to tour the school or discuss particular needs or issues with the Head teacher. All information about our school can be found on the website ww.cardinalroad.co.uk

Our admissions policy is based upon the LA admissions procedures and criteria, and we abide by all guidance concerning the timetable for offering places.

Schools in the Local Area:

Bedfont Primary School, Cardinal Road Infants School, Crane Park Primary School, Edward Pauling Primary School, Fairholme Primary School, Feltham Hill Infants and Oak Hill Academy, St Richard's C of E Primary, Oriol Academy West London, Southville Primary, Sparrow Farm Primary and Victoria Junior School.

1 PROCEDURES

Admission to Nursery

When parents contact the school enquiring about Nursery places, this may be the first time that they have ever contacted the school, and it is important to make a good first impression. All enquiries, whether in person, by telephone, or in writing, must be dealt with promptly and efficiently, but also pleasantly. Staff should make sure that they not only get all the information we require, but that they also give the parents as much information as they need.

- For Nursery, forms are available from January for the September intake
- The downloadable version of "Starting in a Hounslow School" Nursery brochure which contains information about the admission criteria is signposted on the admissions form

Information to give the Parent

- Tell the parent when they need to put in an application.
- Ask the parent to let us know if they move or change telephone numbers.

Spring Term Prior to Admission in September

Early in the Spring Term, usually in March, school staffs [Head teacher, Admin Officer and/or Nursery teacher] look at the applications to ascertain numbers of pupils in each category. Priority is given to children in accordance with LA guidelines, and since Nursery is non-statutory, Hounslow residents have priority over those residents in other boroughs.

Admission Policy

The oversubscription criteria are as follows:

The criteria below have been summarised. Full details of the determined admission arrangements can be found at www.hounslow.gov.uk/admissions

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 22.

1. Looked after and previously looked after children - see page 9
2. Exceptional medical and social need - see page 9
3. Sibling - see page 8
4. Children of staff - children of any member of staff, regardless of role in the school where
 - a) The member of staff has been employed at the school for two or more years at the time of application or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Distance - see page 10

Parents should note that admission to the reception class is determined using the admission criteria for the infants and primary schools.

Attendance at a nursery does not guarantee a reception place at the attached infant or primary school. You must make a new application for a reception class place. All reception class places will be allocated according to the admission criteria of the school.

Our number for admission to Nursery is 91 x 3 hour sessions in total. We do also admit those children who qualify for 30 hours.

Parents are informed of the date for return of the forms, and that places are not offered until the form has been returned. They are also notified of the date they can expect to hear whether or not they have been successful.

Schools can make Nursery offers any time after the closing date in March indicated by the LA. The offer letter also asks the parents for their preferred session (a.m. or p.m.) and to give a reason why if possible. The letter has a reply slip for parents to indicate whether they wish to accept the offer of a place. This is necessary because some parents will apply to more than one school for a Nursery place, then take up the offer they prefer. All applicants must be notified of their application outcome by May. (The exact date is indicated by the LA)

A return is sent to the LA to inform them of the number of places offered in each criteria, and the number - if any - of PAA pupils/other pupils who were unsuccessful.

Some parents who were unsuccessful in their application for a Nursery place choose not to send their child to a different school. Parents who were unsuccessful for the Nursery are advised to apply online for a Reception place in the autumn term using "e" admissions via the website www.hounslow.gov.uk/admissions.

Admission Policy

Home Visits

Once the parent has accepted the Nursery place, they are sent a date for a Home Visit. The Home Visit takes place at the beginning of the Autumn Term.

Any outstanding Nursery admission forms are collected on the visit.

The child is given an invitation to come for a preliminary visit with mum and/or dad, to familiarise them with the Nursery environment and meet all the staff.

Induction Parents Meeting

The purpose of this meeting is to explain to parents a little more about the Nursery - elaborating on the information available in the Nursery handbook on the website. This can be located under Key Information. We also explain the induction procedures, and allow them an opportunity to ask any questions.

Induction Procedures

We see it as essential to make every child's first experience of Nursery as positive as possible. For this reason, we stagger the entry of children, bringing in only a few new ones each day, so that children have time to adjust to their new surroundings and settle in.

2. ADMISSION TO RECEPTION

Standard Number in Reception

The standard number for admission to Reception is 90.

Procedure for Admission to Reception

Our Nursery parents are informed when applications open. Hounslow residents must apply online using "e" admissions via the website www.hounslow.gov.uk/admissions. A downloadable booklet "Starting School in Hounslow" is also available on the website www.hounslow.gov.uk/admissions

Children with an Education, Health and Care Plan (EHCP) that names the school will be allocated a place before any other allocations are made. Further information can be found on page 56.

Where the number of children applying by the published closing date exceeds the number of places published, the applications are considered in the following order of priority:

1. Looked after or previously looked after children*
2. Exceptional Medical and Social Need*
3. Sibling*
4. Children of staff - children of any member of staff, regardless of role in the school where
 1. a) The member of staff has been employed at the school for two or more years at the time of application or
 2. b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. Distance

Admission Policy

The LA deals with all Reception applications and keeps the school informed of places offered and accepted.

Pupils who have been offered and accepted a Reception place are sent an admission form with the details we need to enrol the child in the Infant school. The parents are informed of the date of the meeting for parents of children new to Reception.

The pupils are also offered to attend a session where they will meet the other children in the class and their teacher.

Meeting for New Reception Parents

This meeting takes place when staffing and classes have been decided, usually in July.

The purpose of this meeting is to explain to parents a little more about the school - elaborating on the information available on the school website. We also explain the induction procedures, inform the parents of their child's starting date and which class he/she will be in, and allow them an opportunity to meet the teacher and Early Years Practitioner.

Appropriate forms for completion are available at this meeting. School uniform is on display, and parents can collect information about school processes e.g. buying uniform, school dinners and milk.

Parents are given an opportunity to ask questions, either of the Head teacher during the talk or of the class teachers afterwards.

Home Visits

Home visits are arranged for any child who has not attended our Nursery. Parents are offered a date and time that is mutually convenient. Sometimes it is possible to offer these parents the chance to bring their child to school for some short, preliminary visits.

Induction Procedures

Again, in Reception we see it as important that children have a smooth and positive start to their school career. The Governing Body has approved a period of induction that

- admits the children who are new to our school first and those who would benefit from starting in a smaller group

Children who have attended our Nursery will have had some preliminary visits to their classrooms and met their teachers.

In some cases, either the school or the parent may feel that the child is not yet ready to begin full-time schooling on the agreed date if the child has not had their 5th birthday. In these circumstances, the Head teacher will meet with the parent/s to discuss the situation and make alternative arrangements. Part-time education in reception would be 5 mornings.

The Child's First Day

Children in Reception are admitted over 3 weekdays starting at 8:40am. They are collected at 2pm the first week and 3:10pm thereafter. Parents are asked to inform the Office of any changes to contact details/meal requirements on the admission form.

3 TERM TIME ADMISSIONS

The LA deals with all term time admissions apart from the Nursery.

To apply for an in-year place for a Hounslow school, you need to complete an in-year online application, details are on the website www.hounslow.gov.uk

New or Returning to the UK

Families returning from abroad are reminded to follow any quarantine guidance and inform their school of their travel.

If your child is new or returning to the United Kingdom and you want them to attend a Hounslow school, you will need to complete the in-year online application.

Parents should ensure that their child has a right of abode or the conditions of their visas otherwise permit them to access a state-funded school in the UK

The LA informs the school first and then the parents when a place can be offered. Families are then offered an appointment to meet with the Head teacher to discuss their child and his/her needs and previous schooling, and to agree arrangements for starting school. A tour of the school is usually offered to parents at this time.