



Fig Tree Primary

Admission policy/Procedure

Policy Name	Admission Policy
Version	2
Authorised by	Head Teacher
Date of Issue	Aug 2019
Next Review	Sep 2020
Owner	Office Manager

Aim

The school aims to recognise each individual's needs and encourage pupils, aspiration and create opportunities for them to become confident citizens.

- We aim to keep our admission procedure as easy, quick and friendly as we possibly can.
- All applications will be treated in a sensitive manner.
- The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.
- We accept children for whom English is not their first language however pupils will be assessed by their own year group teacher.

Admission Procedure

Admission Procedure: Parents who wish to send their children to Fig Tree Primary School must fill the Application form and handover to the office with the following documents:

- Birth certificate/passport of the child
- Previous reports and assessments from schools or nurseries last attended

The school office manager will be responsible to give all relevant information to parents/carers and show them around. If parents wish to see the class teacher or class room, an appointment can be made on request as classes cannot be disturbed during the lesson.

The Head teacher will decide the child's acceptance/non-acceptance and the office manager will be responsible to inform the parents.

Once the place has been offered parents will be informed of a start date from school and office manager will issue parents hand book which will explain all the school rules and regulations.