

# Admissions and Induction at De Bohun Primary School



The school will admit 60 children to Reception each September. Parents will receive notification from the LA in the Spring term as to whether a place will be offered the following September.

Our induction and admission procedures include:

- Weekly tours around the school for prospective parents (these are usually held on Wednesday mornings)
- Home visits from our home-school liaison teacher
- Weekly pre-school sessions in the Summer term prior to starting school
- Liaison with nurseries and pre-school providers
- Home visits from class teacher and nursery nurse/teaching assistant
- Visit to school on the day prior to starting, with parent or carer
- Staggered intake
- Completion of a starting school booklet

When children are admitted into school other than at the beginning of Reception or during the school year they are given their own, individual induction, following the attached induction procedure.

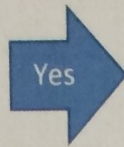
**Information obtainable from the London Borough of Enfield  
The Director of Education, PO Box 56, Civic Centre, Silver Street, Enfield,  
Middlesex, EN1 3XQ, Telephone: 020 8366 6565**

1. Aids to pupils e.g. free school meals, clothing grants and the circumstances under which travel passes may be issued.
2. How parents should apply for admissions to schools.
3. Admissions to schools outside the London Borough of Enfield.
4. How to appeal against a placement which is not acceptable.
5. Arrangements for transfers between schools.
6. The policy of the Authority with regard to pupils bringing food and drink to school.
7. How to obtain advice regarding special education.
8. The LEA's approved arrangements for considering complaints against the curriculum.

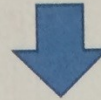
Admissions Department provide details of places allocated via online system.



Admissions Officer to contact parent to arrange whether an EAL interview is needed as child has just arrived in England.



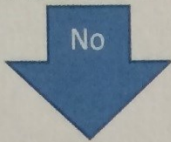
EAL assessment arranged with staff held on a Tuesday



Admissions Officer to verify start date, EAL teacher to liase with Class Teacher.



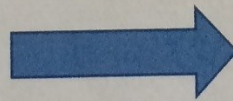
Admissions Officer contacts parent with start date, usually starting on a part time basis to see how child settles.



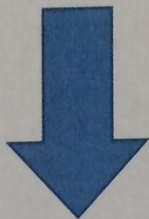
Interview held on a Monday with Admissions Officer and information on school given. Any SEN, behavioural or medical needs identified. Child allocated to class. Child completes Reading Writing & Maths assessment with Admin



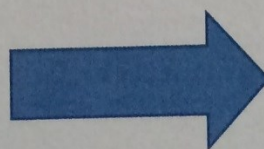
Admissions officer gives parents a start date (normally on a Thursday) part time or full time settling in period confirmed to parent.



Medical needs to Welfare Officer  
SEN to SENCo



All paperwork on child copied and distributed to class teacher and new arrivals file. Baseline assessments copied and put into class inclusion file.



Child arrives in school office and escorted to class by the class teacher.