

# Mulgrave Primary School

## In Year Admission Policy



**Mulgrave Primary School**

*Learn | Believe | Succeed*

<b>Authorised By:</b>	<b>Governing Board</b>
<b>Date Reviewed:</b>	<b>January 2025</b>
<b>Next Review Date:</b>	<b>January 2028</b>

An in-year admission is the admission of a pupil to a school which takes place outside of the normal entry times. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school. You can ask to change schools at any time.

In Greenwich, Primary school in-year admissions are the responsibility of the Royal Borough of Greenwich Admission Team.

Mulgrave is a fully inclusive school, therefore, children with SEND, or an Education Health Care Plan (EHCP) will be offered a place at the school where possible. However, this will sometimes be dependent on the level of need of the child, and the level of needs already in the proposed class.

Mulgrave Primary School will offer a place to any child who applies, provided that the number of children in that year group will not exceed 60, and the number of children within that class will not exceed 30 for that school year, and the following school year.

However, in exceptional circumstances, if there are a number of applications for in-year admissions that would take the number above 30, the following criteria may be applied:

- Looked after children or children who have ceased to be looked after
- through adoption;
- Children with health or special access arrangements (must be supported by evidence from a medical professional);
- Children with siblings already at the school;
  
- Children living within a mile radius of the school;
- Children who live within the catchment area.
- It is at the discretion of the Headteacher and Governing Body to approve additional admissions to take us over our recommended PAN (Pupil Admission number).

To make an in-year application, please visit

[https://www.royalgreenwich.gov.uk/info/200286/apply\\_for\\_a\\_school\\_place/450/apply\\_for\\_in-year\\_school\\_admissions](https://www.royalgreenwich.gov.uk/info/200286/apply_for_a_school_place/450/apply_for_in-year_school_admissions)

To complete the form:

[https://www.royalgreenwich.gov.uk/downloads/download/156/school\\_admissions\\_in-year\\_applications](https://www.royalgreenwich.gov.uk/downloads/download/156/school_admissions_in-year_applications) or contact the Royal borough of Greenwich Admissions Team on Telephone: 020 8921 8043

Email: [school-admissions@royalgreenwich.gov.uk](mailto:school-admissions@royalgreenwich.gov.uk)

Although every effort will be made to meet a parent's wishes, it might not be possible to offer a place for their child at our school. The child may be allocated a place at a school where there is a vacancy. If a place is not offered at our school, the parent has the right of appeal.

[https://www.royalgreenwich.gov.uk/info/200286/apply\\_for\\_a\\_school\\_place/450/apply\\_for\\_in-year\\_school\\_admissions/2](https://www.royalgreenwich.gov.uk/info/200286/apply_for_a_school_place/450/apply_for_in-year_school_admissions/2)

Procedures for supporting mid-term admissions

If a child starts Mulgrave as a mid-term admission, the following will be put in place to support them:

- Induction visit for parents and child(ren)
- Introduction to new class and teaching staff, as part of the induction visit
- Buddy system to ensure the child(ren) settle into the school and learn their way around the school
- Transition programme, as needed, this could include a staggered start for SEND pupils
- Liaison with previous schools, including gaining prior attainment and any SEND difficulties or additional support that was provided
- Support for EAL pupils/parents, as needed, this could include:
  - o specialist EAL resources

- o English language intervention for those new to English
- o differentiated learning, as appropriate
- o visuals to support learning, and day to day routines, where appropriate
- o ensuring the child's buddy has the same first language, where possible
- o translators for parent meetings, where possible