



MALCOLM SARGENT PRIMARY SCHOOL

Love To Learn

ADMISSION INFORMATION

All intakes to Malcolm Sargent Primary School are coordinated by Lincolnshire County Council's admission scheme. This admission process is the same throughout the country. Regardless of where you live, you now apply direct to Lincolnshire County Council through their Admissions Team. Admission forms are available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-school-place>

Foundation Stage Intake Process at Age 4+

Lincolnshire County Council has a single admission in September each year. Children start school in the academic year of their fifth birthday.

In the autumn of the year before your child is due to start school, we hold an open morning. This is advertised in the Stamford Mercury, at local nurseries, on our Facebook page, on our website and by a banner on the railings at the front of school. They are usually staggered on different days over three weeks to give all parents plenty of opportunity to attend, usually in November. Please call the school after the term starts in September to obtain the date. If you are unable to attend the open morning because of other commitments, please call the school office on 01780 756056 to make an individual appointment. The Principal will be pleased to show you around the school and answer any questions you may have. Once you have chosen your school you will need to complete the council's admission form. This is available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-school-place>

Lincolnshire County Council publish a book called "Going to School in Lincolnshire" which details all the primary schools in Lincolnshire together with their admission criteria. The admission criteria details, in the event of over-subscription, how the council decides which children will be admitted to your preferred choice of school. If a school is over-subscribed, you may be offered your second or even third choice. Our admission criteria are within our Admission Policy, which is available on request or from our website.

Once you have made your choice of school you should submit your form to the county council with your three choices. This must be done by a set date which is usually just after Christmas. Please check the county council's website for the specific date and time each year.

In the following April, you will receive an offer from the council. You need to accept or decline the offer as appropriate. Assuming you wish to accept the offer to our school, you should return the form as soon as possible to the council. They will then notify us that the offer has been accepted.

If you are not happy with the offer made to you, you have the right to appeal that offer. Details on how to appeal will be shown on the school's website.

The next stage in the process is that we will contact all parents whose child has been offered a place, inviting them to an information evening and setting out a schedule of our open visits, curriculum evening and home visits.

The first information evening is usually in May at which parents will meet the Principal, Foundation Stage staff and office staff. Parents will be asked to complete various forms including the school's own admission form and to produce proof of the child's date of birth, either by birth certificate or passport. There is usually also a chance to buy uniform at this evening and you will find out in which class your child will be placed.

Prior to the information evening, our Foundation Stage Phase Leader will contact your child's nursery. This contact will provide us with details from the child's named carer of his/her progress at nursery.

In past years we have held open afternoons during the summer term to which you and your child are invited to play, chat and borrow a book to read from our library. In September, you will also be offered a home visit when your child's teacher and a teaching assistant will visit your home. This helps you and your child and family to recognise their teacher individually prior to joining us.

All Foundation Stage children join us full time as soon as they start school. We do not have a phased entry scheme although we are happy to discuss exceptions to this on a case by case basis.

It is now possible to apply for a deferred entry for your child into Foundation Stage. For more information on how to do this, please contact the school office.

Mid-Year Admission Scheme

Any child who has already been admitted to a school in England and who wishes or needs to change school should follow the mid-year admission process. This is coordinated by Lincolnshire County Council regardless of your county of residence.

Visits from prospective parents and their child(ren) are welcome. We appreciate that transferring your child(ren) to another school is a difficult decision to make and you need to be sure that our school is the right one for you and your family. Appointments for a tour with a member of our leadership team should be made by calling the school office. We will be pleased to show you around the school and answer any questions you may have.

If your child has any form of special educational need, whether medical, behavioural or other, please mention this when you book the appointment so that we can make sure that you meet the correct persons to help you at your visit.

Once you have chosen your school you will need to apply to Lincolnshire County Council to transfer schools. Forms are available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-school-place>

The form will be processed by Lincolnshire County Council in liaison with the school. The school's admission criteria will be applied (see above for details of where to find admission criteria) if more than one application is received simultaneously. You will usually receive a response to your application and notification of which school has offered a place within about seven days of your application.

Occasionally places in year groups do come available even if previously we have refused a place due to a lack of spaces in that year group. The school maintains a waiting list for this purpose. Please contact Liz Town at the school office for more information on available places and adding your child's name to the waiting list.

If there are spaces in the year group for which you have applied, you will be given an offer of a place by Lincolnshire County Council. Once that offer has been received and accepted by you, you must contact us to arrange a start date and secure your place. The school's admission form will have to be completed. Uniform is normally available to purchase on request. Other information relating to lunches, milk, fruit etc will also then be supplied to you.

For further information on either process please either contact the school on 01780 756056 or Lincolnshire County Council on 01522 782030.

We would be pleased to hear from you and assist with your questions.

Updated April 2020