



## **Admissions**

### **Aims**

- To give children and parents as much information about South Lee and the education we provide as possible
- To make each child's start a happy and successful one

### **Procedures**

Children are admitted in each year group, generally up to a maximum of 36.

Parents are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (preferably, with their child) prior to the child being admitted. No children are admitted until personal contact has been made with the parents and the Head has met the child.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school that their child is already attending. We adhere to IAPS guidelines and do not encourage parents to move their children from a local school without good reason.

Parents are provided with a copy of the School Prospectus, and are asked to complete a personal information sheet.

Children from Kindergarten age upwards are invited to spend at least a day in school before a place is offered. This serves two purposes:

1. For us to assess the child's suitability for South Lee School.
2. To give the child an opportunity (brief as it may be) to decide if they like our school and would feel comfortable here.

Once the child has been offered a place and admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to South Lee is a smooth one.

As soon as the child starts school the Headteacher's Secretary requests records from the previous school.