



Admissions Policy

Version 3

Date: 30th August 2019

Reviewed - Next review in one year or sooner if required.

Admissions Policy

Introduction

The governing body of Olive Tree Primary School applies its Admissions Policy fairly and equally to all those who wish to attend this school.

Aims

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner. An appropriate number of parents are invited to a meeting in the order they appear on the list when places become available. The invitations are offered in strict order of the number of points gained after the initial vetting process. Parents may be offered a place if the meeting is deemed successful.

Points are awarded based on a number of criteria:

- Whether the child has a sibling/s already attending the Olive Tree Primary School; when their application form was submitted;
- Where they live;
- If either parent is official representative of the Olive Tree organisation, such as school staff, staff from any of the Olive Tree Trust departments, school governor or Olive Tree Trustee.

Additional points are also awarded based on the responses given to personal questions on the admissions form. In order to ensure pupils' profiles are similar, questions about home life are also asked. Also, information on parents' expectations of the school, Islam in the home and potential parental involvement in the school (and Olive Tree Trust) is also requested. By vetting applicants using these criteria, the school is better placed in ensuring that the best candidate is selected. If the candidate is compatible with the school's ethos, they have a better chance of settling in the school, therefore maximising their potential and attendance in school.

Admission Process

Parents must fill in an admission application form (see Appendix 1) when they would like their child to start school. This form can only be submitted once the child reaches 3 years old.

The deadline for submission of forms is normally the 15th of January unless stated otherwise by the school.

No additional paper must be used.

Children are admitted to Olive Tree Primary school in the academic year they become five years old. There is one admission date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five years old, should ensure that they complete the necessary application form by 15th January of that preceding academic year. If places become available during the course of the year, the Head teacher will consult the admission list and invite the next applicant in the relevant year group. Parents applying for a place in another class will be placed on a waiting list and considered if a place arises.

Admission appeals

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase above a manageable amount. (see Class size section below)

If parents wish to appeal against a decision to refuse admission, they can do so if they feel the policy has not been implemented. They should write to the Board of Governors who will assess the application and possibly arrange an independent panel to consider it. However, the Board of Governors decision in this matter is final.

Class size

We teach children (aged four to eleven) in classes that have a maximum number of 30 children. Most classes however will have a smaller maximum number due to our building restrictions.

Withdrawal procedure

Parents will from time to time decide that they would like to leave the school. This will occur for a variety of reasons. In order to ensure the school fulfils its statutory obligations under the DFE Guidance, 'Children missing from Education' Sep 2016, and to safeguard the wellbeing of the child(ren) leaving, the following process will apply (see Appendix 5). In all instances a child withdrawal from school form will be completed by the school.

Leaving school for secondary school

The school office will contact the secondary schools that the child will attend to ensure that the child has started at the school. If the child has changed secondary school parents are required to inform the school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

Leaving school for another primary school

The school office will need to receive a completed 'Notification of pupil leaving form' (see Appendix 2) stating the parents wish to leave the school with a minimum of one terms notice. The school will make checks to ensure that the child has joined the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

Leaving school to home school

The school office will need to receive a completed '**Notice of withdrawal from school roll to undertake Elective Home Education form**', Part 1 (available from the school office) stating the parents wish to 'home school' their child with a minimum of one term notice. The school will then complete part 2 of the form and the '**required Student Information Form**' which will be submitted to Luton Borough Council. (See Appendix 3 and 4).

Leaving school due to family relocation abroad

The school office will need to receive a completed 'Notification of pupil leaving form' (available from the school office) with a minimum of one terms notice. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

Leaving school before you have attended your first day

The school will expect all pupils who have applied and completed the registration payment to join the school. Should parents wish to withdraw their child before the child's first day at school, the school will need to be informed where the child will be schooled. The school will also make checks with the new school. Should the school be unable to locate the whereabouts of the child a referral will be made to the Education Welfare Officer at Luton Borough Council.

Review

This policy will be reviewed annually by the Board of Governors in the light of any changed circumstances in our school or the local area.

Appendices

Appendix 1

Our school's Admission Application Form



PRIMARY SCHOOL ADMISSION APPLICATION FORM

INSTRUCTIONS: Please complete **ALL** sections in **BLOCK** letters. If you cannot complete a section **please put n/a in the box.**

SECTION ONE – Pupil's Details			
Forename(s):		Ethnicity	
Surname:		Date of Birth:	
Place of Birth:		Country of Birth:	
Former names (if applicable):		Male: <input type="checkbox"/>	Female: <input type="checkbox"/>
Age of our child as on 1 st September 2018:			
Does your child speak English fluently:		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
If your child speaks any other language, please specify:			
Which is the principal language of your home:			
Does your child have any learning difficulties or special needs:		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Is your child able to recite the Quran:		Yes: <input type="checkbox"/>	No: <input type="checkbox"/>

SECTION TWO – Home Details <small>(This must be the address where the child normally lives. If parents share custody, the permanent home address will be considered as that of the parent who is in receipt of benefit(s) for the child)</small>			
House Number:		Street Name:	
Town:		County:	
Postcode:		Home Tel No:	

SECTION THREE – Parents' / Carers' Details			
Parent/Carer 1 with parental responsibility with whom the child lives permanently			
Forename(s):		Surname:	
Mobile Tel No:		Work Tel No:	
Email:			
Relationship to the child: Father <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> please specify:			

Parent/Carer 2			
Forename(s):		Surname:	
Mobile Tel No:		Work Tel No:	
Relationship to the child: Father <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> please specify:			

SECTION FOUR – Child’s Education Details	
Name and address of current or last school/nursery attended if new to the UK please ensure you complete section 5.	
Name of the School:	
School Address:	
Postcode:	
Telephone No:	
Website:	
Olive Tree will inform your child’s current school that you have requested a transfer and may seek further information to assist the transfer process	

SECTION FIVE – Children who are newly arrived in the UK	
Date of arrival in the UK:	
Country which the child arrived from:	
Country of origin (if different):	
Status in the UK (Please provide a copy of the visa in the child’s passport):	

SECTION SIX – Reasons for requesting a place in Olive Tree
<p>Not on a school roll because: <i>(tick the appropriate box)</i></p> <p><input type="checkbox"/> New arrival from another area within UK. Please specify borough/town/county:</p> <p><input type="checkbox"/> Permanent exclusion from (specify school name):</p> <p><input type="checkbox"/> Registered as elective home educated</p>

SECTION SEVEN – Emergency Contact Details

Please give details of someone whom we could contact if your child should become ill during the day and **we cannot get in touch with you**

Emergency Contact 1

Forename(s):		Surname:	
Mobile Tel No:		Work Tel No:	

Home Telephone No:

Relationship to the child:

Please give details of someone whom we could contact if your child should become ill during the day and **we cannot get in touch with you**

Emergency Contact 2

Forename(s):		Surname:	
Mobile Tel No:		Work Tel No:	

Home Telephone No:

Relationship to the child:

SECTION EIGHT – Declaration and Signature of Parent / Carer

I have completed the admission form for my child to attend Olive Tree Primary School and certify that all the above details are correct to the best of my knowledge. I undertake to honour in full the requirements of my child's agreed study programme, and all School Rules, Regulations and Policies. I am returning this completed form with a **£50 registration fee** to reserve a place for my child. (non-refundable & not part of the tuition fees) (Cheques payable to: 'Olive Tree Primary School')

Parent's/Carer's Signature:		Date:	
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SECTION NINE – Data Protection Act 1998 and The General Data Protection Regulation 2016/679

The school will only use the information given on this application form to determine your child's suitability for admissions and associated matters.

Successful admissions: If your child is successfully admitted to our school, we will hold the information you have provided and this information will be used for the sole purpose of fulfilling the schools statutory and operational needs.

We create and maintain a student file for each pupil. The information contained in this file is kept secure and is only used for purposes directly relevant to your child. It is the entire responsibility of parents to keep us informed of any changes in your circumstances. Once your child leaves our school, we will remove all data in accordance with our school's Record Management Policy.

Unsuccessful admissions: If your child's application is unsuccessful, we will remove all data in accordance with our school's Record Management Policy.

CHECKLIST BEFORE YOU SUBMIT YOUR APPLICATION...

1. Have you completed this application form **IN FULL**?
2. Please ensure that you have enclosed a photocopy of one of the following as proof of parental responsibility
 - Birth Certificate
 - Child benefit letter
 - Child tax credit letter
3. Please ensure that you have enclosed a photocopy of one of the following documents as proof of address:
 - Current council tax bill
 - Utility bill
 - Tenancy agreement

Please send this application form by email to: admin@olivetreeprimary.co.uk

All applications received by email will be acknowledged within 24 hours of receipt to confirm safe arrival.

Postal applications should be made to:

School Administrator
Olive Tree Primary School
1st Floor
116 Bury Park Road
Luton
Bedfordshire
LU1 1TP

Tel: +44 1582 416 940

Appendix 2

Notification of pupil leaving form

Child's Details	Child's name:	
	Current Class / Year Group:	
	Date of Birth:	
	Pupil Number (if known):	

Parent / Carer Details	Parent / Carer Name(s):	
	Current Address:	
	Current Contact Details:	
	New Address (if applicable):	
	New Contact Details (if applicable):	

New School Details	Name:	
	Address:	
	Telephone number:	
	Email:	
	DfE Number:	

Expected Leaving Date:		
Staff consulted / notified:	Headteacher	
	Curriculum Lead	
	Class Teacher	
	Office	
	Finance Team	

Confirm Written Notification Received from Parent	
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OFFICE USE ONLY

CHECKLIST (tick as appropriate)	
Ensure any outstanding school fees have been obtained	
Written confirmation from parents along with this form to be filed in the school leavers folder	
Confirm attendance in new school	
Update Register	
Should the school be unable to locate the whereabouts of the child, make a referral to the Education Welfare Officer at Luton Borough Council	

Appendix 3

Notice of withdrawal from school roll to undertake Elective Home Education

PART 1 – TO BE COMPLETED BY PARENTS

This form is for parents intending to withdraw their child from school in order to educate them at home.

Child's Details – please complete a separate form for each child and return to your child's current school

Forename: _____ Surname: _____

Date of Birth: _____ Gender: Male/Female (*delete as applicable*)

Ethnic Origin: _____ School Year: _____

Parent/Carer Details

Forename: _____ Surname: _____

Forename: _____ Surname: _____

Address: _____ Telephone Number: _____

_____ Postcode: _____

School Details

School Name: _____ Headteacher: _____

Address: _____ Telephone: _____

I/we have decided to withdraw our son/daughter, _____ (*child's name*) from -
_____ school and to educate them at home in accordance with Section 7 of
the Education Act 1996.

Please remove _____ (*child's name*) from the school register as from
_____ (*date*) as required under 9(1) (C) Section 434 of the Education Act 1996 and inform
the Local Authority accordingly.

Signed: _____ Date: _____

Parent/Carer

Signed: _____ Date: _____

Parent/Carer

PART 2 – TO BE COMPLETED BY THE SCHOOL

This form will advise the Local Authority Elective Home Education Officer of a child being educated at home.
I am informing you that the parent/carers of the above named pupil have decided to withdraw them from the
school and educate them at home in accordance with Section 7 of the Education Act 1996.

I have removed them from the school register as from _____ (*date*) as required under 9 (1) (C)
Section 434 of the Education Act 1996.

Signed: _____ Date: _____

Headteacher

Within 10 days this completed form should be sent to: Elective Home Education Team, Luton Borough Council,
Town Hall, George Street, Luton, LU1 2BQ

**Elective Home Education
Required Student Information Form**

EHE1

Pupil Details

Pupil Details

School / Academy

Olive Tree Primary School

DfE number

8216004

Pupil name

UPN

Date of birth

Address

Post code

Telephone numbers

Language used at home

Ethnicity

Details of any disability

Parental Responsibility

To the best of my knowledge, the person(s) with parental responsibility for this pupil are

First name	Surname	Relationship	Address	Postcode	Telephone

First name	Surname	Relationship	Address	Postcode	Telephone

Referral Details

Referral Details

Special educational needs if relevant, include the date of the last Statement/EHC review

Please indicate if the child is on entitled to any of the following: Free School Meals, Universal Infant Free School meals (UIFSM year 1 & year 2) Pupil Premium, Pupil Premium Ever 6 or Pupil Premium Plus

Details of recent school reports

Reason given by parent for choosing EHE (if known)

If the child was previously on roll at a school please attach a copy of the letter from the parent requesting that the child be removed from the school roll

Details of any meeting held with parents

Details of any concerns

Details of any previous involvement with other agencies

Any other relevant information

Submit Request

Data Protection

The information submitted in this document was collected for the following purposes:

- Reason of Support, Challenge & Intervention – People Directorate

Luton Borough Council ensures any personal data collected will be retained securely for as long as necessary and only used for legitimate Council activities to facilitate the delivery of Council services, or for the purpose of preventing and/or detecting fraud and/or crime, in accordance with the Data Protection Act 1998.

Luton Borough Council's Data Protection policy is available from the website at www.luton.gov.uk or by writing to the Corporate Information Officer, Chief Executive's Department, Luton Borough Council, Town Hall, George Street, Luton, LU1 2BQ

I have read the Luton Borough Council personal information statement and consent to the personal information I have provided on this form being used for the purposes stated.
Please confirm you have read above statements

Submit Request

By submitting this form I hereby certify that the information given in this form is true and accurate to the best of my knowledge.

Removal from roll date

Referral made by

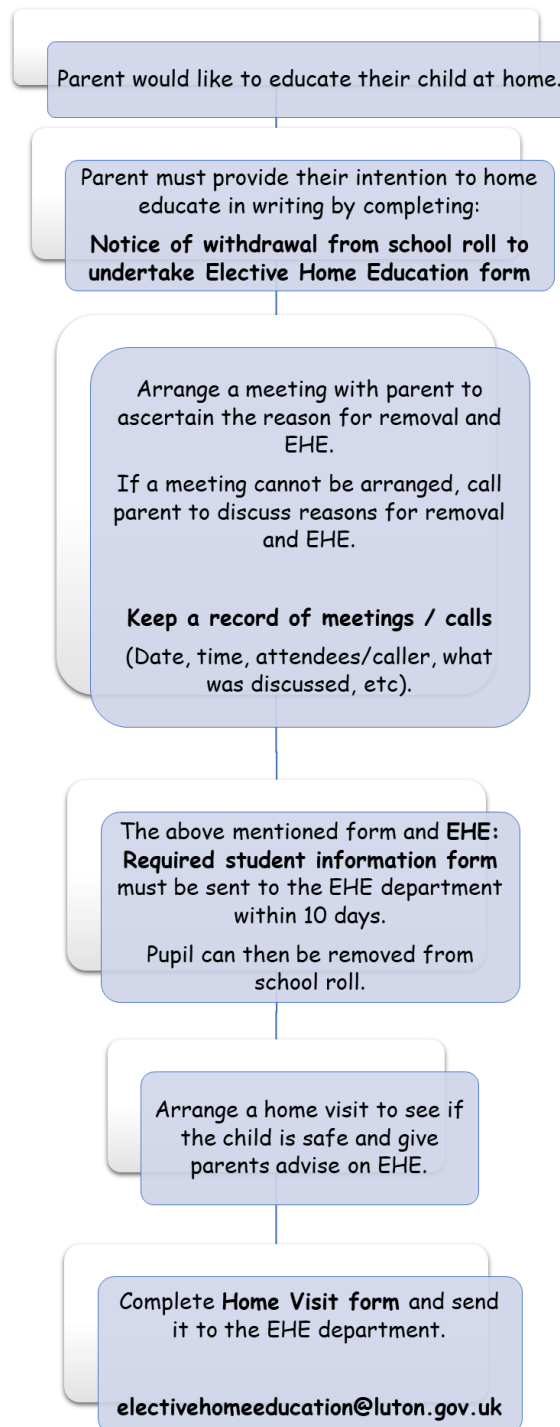
Position / title of referrer

E-mail address

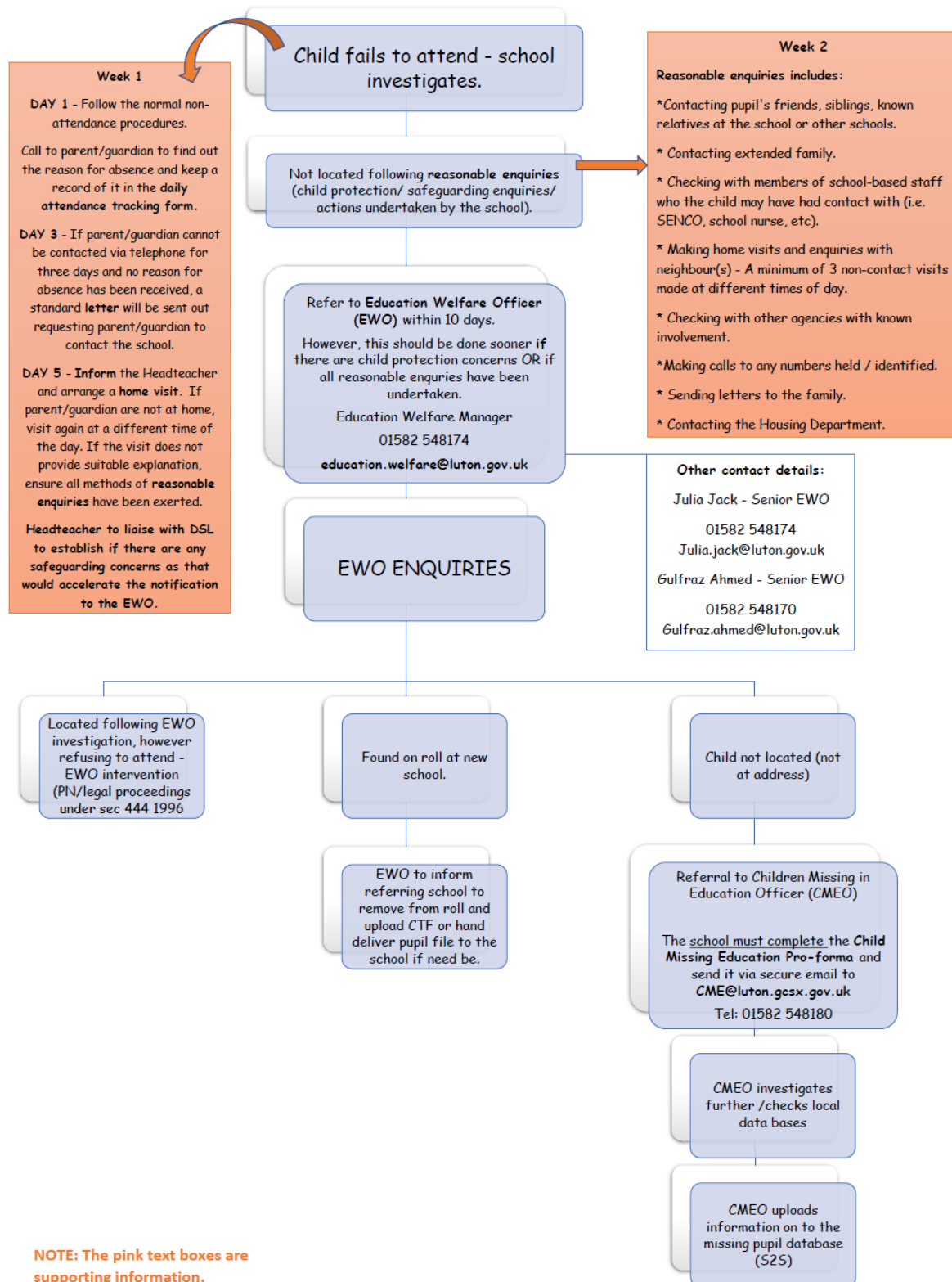
Referral date

Submission date

Appendix 5 - Procedure for Elective Home Education – removing pupil from school roll



Procedure for Children Missing in Education – CME



All paper trails, emails, completed forms and call logs to be recorded and filed in the school leavers folder.

Procedure for other leavers (in-year transfers, year 6 leavers, relocation...)

