

## **Foundation Stage 1 Admission Policy**

**Autumn 2020**

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### **Summary**

This is the School Admission into Foundation Stage Policy.

It sets out to ensure a happy transition from home to school. This includes Fieldhead Carr's aims with waiting lists, home and school visits and starting school.

It also states the responsibilities for the Headteacher, Senior and Middle Leaders in implementing and reviewing this policy.

This policy will need to be reviewed annually and presented to governors with the main school admission policy within 7 years or sooner if changes are made by the Local Authority.

### **Recommendation**

Governors are requested to read this policy, consider its content and approve its adoption.

Author's Role	EYFS lead
Date	Autumn 2020
Internal Review Date	Summer 2021
Official Review Date	Autumn 2022

## **AIM**

To ensure, for both children and parents, a happy and relaxed transition from home to school.

## **WAITING LIST**

The first contact that we have with both parent and child is usually when the parent/s come to put their child's name on the waiting list. This is either via telephone/email or in person. This first contact should be a positive and welcoming experience and we will usually:

- Show the parent and child around the FS1 classroom.
- Explain when the child is most likely to start school.
- Explain the procedure from then on.
- Share the link to the video tour on the school website.

The children start FS1 in chronological age order and the waiting list is arranged in this way. Children are admitted in from September filling the places created by the children that have moved on to FS2. Then in January and if space is available, again after the Easter break.

Occasionally outside agencies may contact us about a child that needs to start FS1 for specific reasons. Every effort is made to accommodate these children.

If a child has not attended for three continuous weeks, the parents will be contacted to see if they still want the FS1 place.

## **HOME VISIT**

### **AIMS**

- To foster a positive relationship between parent/child and school.
- To give the parent the opportunity to talk to staff where they feel most at ease.
- To meet the child in her/his environment.
- To provide a starting point in the relationship between the child and Key Person.
- To inform the parent of FS1 aims and objectives and the role of the parent in the FS1.

Prior to the home visit the parent/s will receive a letter stating the date, time and reason for the visit. Two members of staff visit the home.

Children are assigned to one of three Key Person groups. We try to place subsequent children from a family with the same Key Person to reinforce the relationship already established.

The Key Person will aim to have as happy a visit with the child as possible. We take books, pens and paper and jigsaws to provide a starting point for conversation and play. This will provide a starting point for the child's Learning Journey. The importance of this shared experience between the Key Person and child is often highlighted by the child who will talk about, "when you came to my house to visit".

The second member of staff will fill in the admission form with the parent/s, answering any questions as they arise.

The family is invited to visit the school at the same time as a small group of other children and their families.

## **SCHOOL VISIT**

### **AIMS**

- To foster a positive relationship between parent/child and school.
- To give the parent the opportunity to talk to staff.
- To allow the child to play in the new environment with a familiar adult.

On arrival the parent and child will be:

- welcomed to the classroom.
- shown where the cloakroom is and choose a place for their coat and bag.
- shown the question table and explained that this is for self-registration. This daily routine is the start of each session and a time shared by parent and child.
- shown around the classroom, toilets and outside area.

The parent is also given a starting date and time.

Discussion about appropriate settling in period will be held and will be organised on an individual basis.

## **STARTING FS1**

### **AIMS**

- To ensure that the parent child feel as comfortable as possible.
- To involve the parent from the start in the daily routine of the FS1.
- To settle the child as quickly and as happily as possible.

As each child is treated as an individual there is no set pattern as to how and when the child is left for the full sessions. During the sessions following the formal admission date the parent and the Key Person will decide, based on the reaction of the child to the FS1 and staff, how long the child can be left. This is gradually built up over the following days to a full session. Our main priority being the child's welfare during this big step in her/his life.

The new children start 30 minutes after the beginning of the session. This ensures that the cloakroom is quiet and the classroom is calm.

On arrival the parent and child will be:

- welcomed to the classroom.
- shown where to hang coat and which hook is theirs.
- If both parent and child are happy they are left on their own to explore for a short time.
- Special Bond taking time to return to child, introducing other children and generally ensuring that the visit is a happy one.

Reviewed Autumn 2020

Review Summer 2021