

STIPERSTONES CE
PRIMARY SCHOOL

ADDITIONAL
INFORMATION
2009

CONTENTS

<u>SECTION</u>	<u>PAGE</u>
<u>Section 1—Admissions</u>	
Admission Arrangements	3
Admission Policy	4
Preliminary Visits	5
<u>Section 2—Attendance</u>	
Absence	6
Absence Statistics	7
<u>Section 3—Complaints Procedures</u>	7
<u>Section 4—Secondary Transfer</u>	7
<u>Section 5—School Health Service</u>	7
<u>Section 6—Charges and Remissions</u>	8
<u>Section 7—Documents</u>	8
<u>Section 8—Assessment Results</u>	9

1. **ADMISSIONS**

Arrangements

Shropshire County Council, as LEA, is the admissions authority for the school. All admissions will follow a standard procedure. A standard application form is available to parents, whose children are due to commence school in next academic year. All parents will be advised that it is in their own interests to confirm in writing, using the LEA application form, what their preference for a school place is, regardless of whether they opt for their nearest school, or one further away. The forms should be returned to the parents' preferred school, which will pass them on to the Education Department to administer the allocations procedure.

The school has an admission number of 4 for the Reception Intake 2008/2009. For the year commencing September 2009, the number of preferences received and places allocated was as follows:

Date of Allocation	Admission Limit	No. of 1st Preferences Received	Total Places Allocated	No. of 2nd Preferences Allocated	No. of 3rd Preferences Allocated
2009/10	8	3	3	0	0

The admissions criteria, which will be used to determine the allocation of a school place, will be as follows, in order of priority:

1. Exceptional medical grounds relevant to an admission application.
2. Sibling connection with a pupil who will be on the relevant school's roll in the year in question, and living within the school's normal attendance area.
3. Children within area but without sibling connection.
4. Children out of area with a sibling connection.
5. Children out of area without a sibling connection.

If oversubscribed, the distance between the parents' normal home address and school will be employed to determine the allocation of places up to the admission numbers. Those parents living nearest the school being offered places first. No priority or guarantee of a place at a primary school will be given related to attendance at a nursery located at that school.

There are occasions when it is necessary to consider admission to a particular school because of exceptional circumstances which may require a place to be allocated before children who fall into the priority groups listed above. These include: -

- I. Children who have a Statement of Special Needs from Shropshire County Council
- II. Children who are in Public Care as Looked After Children.
- III. Children who have a particular health reason for wishing to attend a school.

Shropshire schools now have two terms in an academic year where children can start school. The term children may enter school is determined by the date of their fifth birthday, please see table below. Children are not allocated a place to commence school any earlier unless there are very exceptional medical or social reasons. Entry to school may only be deferred by a maximum of one term within the same academic year. Children are of compulsory school age at the term after their fifth birthday. If there are any queries please telephone the Admissions Team on 01743 254368/254364.

Date of fifth birthday falls between	Date of full-time admission
1st September – 31st December	1st September
1st January – 30th April	1st January
1st May – 31st August	1st January

The LEA will not breach admission limits where to do so would necessitate class sizes in Key Stage One of more than 30 pupils.

Admissions Policy

Shropshire Local Education Authority (LEA) operates the school's current admissions policy, which is the Admissions Authority for all Community and Controlled Schools within Shropshire. Full details of the policy, together with information about arrangements for admission, are set out in the "Parent's Guide to Education in Shropshire". Copies of this booklet are available on request from the Admissions Team, Children and Young People's Services, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND or the school along with the relevant application form. Any specific requests for information on admissions should be directed to the Admissions Team on 01743 254368.

Preliminary Visits

Smooth transition from home, to nursery, to school is essential for children to settle happily, gain confidence and make steady progress. An initial meeting of parents and children is arranged at the beginning of the term before the actual date of admission. An admissions guide will be given to all parents to take away with them at this meeting. This provides a valuable opportunity to meet the Key Stage One Teacher, for parents to view the whole school, learn about our organisation and methods and to ask questions.

A meeting with parents at the end of the term will follow this, before the children start, to discuss any arrangements that may need to be made and to purchase school uniform.

The "New" children will spend time in school during the half term prior to their admission to school in a variety of ways. They will:

- Have the opportunity to spend two mornings and one afternoon in Key Stage One Class, following the normal class routine.
- Have the opportunity to attend any visits or visiting speakers who may come to school.
- Stay until 12.30pm on one day to experience school lunch

2. Attendance

Absence

If your child is absent from school for any reason it would be appreciated if you would telephone on the first day of absence by 9.30am, and then send a note of explanation when the child returns to school.

I. Leave of absence

The Governing Body has formally adopted the L.E.A policy on the granting of leave of absence for annual holidays, where this does not exceed two weeks in any year. This means that:-

- There is no automatic right to the two weeks leave of absence; the judgement is that of the school.
- Parents should be encouraged, as far as possible, to avoid arranging holidays or 'days away' during school time.
- Only in 'exceptional circumstances' will leave of absence for periods in excess of two weeks be granted.
- Where children go abroad for lengthy periods (e.g. 3 months) it is possible to take their children off the register and see re-admission on their return.
- The granting of leave of absence should take place before the event and in response to proper application by the parent.
- Where parents have no option other than to take their holiday in term time, it would be unreasonable to refuse to grant this provided that it is within the statutory two weeks.
- If leave of absence is not granted and parents still take their children out of school without permission, the absence will be shown as being 'unauthorised'.

We hope that you will work together with us to establish good attendance patterns for your child, as prolonged or repeated absence can cause considerable disruption to your child's progress. Our Education Welfare Officer follows up any periods of absence and checks our registers from term to term. Should you require help in matters of absence, they would be pleased to provide guidance.

II. Authorised/Unauthorised Absence

As from the school year 1991/1992 it has become a statutory obligation from the DfES that schools record authorised and unauthorised absence, which at the end each year will be published in the school prospectus and in children's individual pupil profiles.

Authorised absences may include illness, hospital appointments, certain personal circumstances and annual holidays that cannot be taken during school vacations. It would be appreciated if dental appointments could be arranged out of school time, though we are aware that this is not always possible. Taking children out of schools for days out, agricultural shows etc. would be considered unauthorised absences.

A written note or telephone call stating the reason for absence is essential, for it to be authorised by the school. If you wish to take your child out of school for a holiday, please call into the office for a holiday form.

Absence Statistics

For the school year 2008/2009 the total unauthorised absences were 0.0% of the total possible attendances and total of authorised absences were 3.1% of the total possible attendances. Percentage persistent absentees is 0%.

3. COMPLAINTS PROCEDURES

If you wish to make a complaint under section 23 (1) of the Education Reform Act 1988 about the curriculum, religious education, acts of worship, the charging policy or the provision of information, then this should initially be made to the Headteacher. If you are not satisfied with the response and wish to take the matter further, then the Headteacher will put her verbal response to you in writing and explain to you how to proceed to the next stage of the procedure. If you wish to make a complaint about a policy or an action of the Authority then you should write to the Area Education Officer.

4. SECONDARY TRANSFER

Children currently transfer from this school at the end of the school year in which they are 11 years old. During the Autumn Term of the final year the L.E.A will write to parents with dates and times of open evenings at all the local secondary schools. We encourage parents to attend as many open evenings in October/November at a variety of secondary schools, in order to make an appropriate choice for their children. An information booklet and application form will be sent to all parents of Year 6 pupils in the Autumn Term. This booklet will explain the procedures for admissions to all LEA maintained Secondary Schools.

Close co-operation with The Mary Webb School through regular meetings and discussions ensure that the transfer to secondary school is as smooth as possible and that there is continuity in the children's education. The children also spend some time with children from other primary schools in the area working on such areas of the curriculum as art, textiles, sport, music, maths and technology. We have found that such experiences are beneficial to both children and staff.

Our children are given the opportunity to spend time at The Mary Webb School throughout their time in Year Six. They are invited to a cross-phase induction day.

5. SCHOOL HEALTH SERVICE

The following information sets out the arrangements for routine services provided by the School Health Service in conjunction with the school. We also have access to the speech therapy service and can work with parents to access other Health Agencies.

The school has a named School Nurse, Mrs Alex Davies, who is based at Pontesbury Health Centre.

The school also has a named School Doctor, Dr Butterworth, who is a Community Paediatrician.

During your child's first year at school, he or she will be offered a hearing test and a measurement of height and weight, to be carried out by the School Nurse. Your child will also have a vision test carried out by an Orthoptist.

The School Health Service now operates a system of selective medicals. During their first year, children are considered for such medicals if the School Nurse, School Doctor or parents express concerns. In all cases, full discussion will take place with parents and parental consent obtained before any examination takes place.

If you have any concerns about your child's health in school, including bedwetting, soiling and behaviour at home, you can contact the School Nurse who will be pleased to discuss these with you.

6. CHARGES AND REMISSIONS

Other than in the case of board and lodging, where no charge will be made, parents may be asked for voluntary contributions towards educational visits.

The school may request voluntary contributions from parents/guardians for certain extracurricular activities, in particular school trips. The Governors would like to point out that where insufficient voluntary contributions are received, the relevant activity or visit is unlikely to take place. Friends of Stiperstones School (FOSS) contribute towards visits in exceptional circumstances.

- Parents/Guardians will be asked to contribute towards to the costs of damage to or loss of school property arising out of an individual pupils behaviour.
- No charges will be made for materials used in school.

7. DOCUMENTS

The following documents are available in school. Parents wishing to see them should contact the Headteacher.

- The Statutory Instruments, Circulars and Administrative Memoranda received from the DfES.
- The Shropshire agreed syllabus for Religious Education.
- The Governing Body's Annual Report to Parents.
- Minutes of Governors Meetings.
- All National Curriculum Documents.
- School Policy and Curriculum Documents

8. Key Stage 2 Assessment Results for 2009

Due to the National Guidelines as there were less than 10 children who took part in the National Curriculum Assessments the school is not required to publish its results.

