



Offenham CE First School

Admissions information

Starting a new school is a special time for parents/carers and children and it is vital that parents and children alike feel confident and able to work in partnership in their educational journey. When children start our school, at whatever age, we have systems in place to ensure a smooth start.

First Contacts:

The school office staff welcomes parents/carers and will make necessary arrangements. They will also offer initial advice. The Head teacher devotes time to showing parents around the school.

Booklets, Brochures, Forms

The school provides a School leaflet, a school handbook. Parents/Carers are requested to complete all consent forms, medical forms, home school agreement and other information gathering forms. Parents are also required to show their child's birth certificate.

Starting School in Reception Class.

Children may start school in the September following their fourth birthday.

We have a full transition plan. Children are invited to attend two afternoons and one morning during the summer term. This takes place in small groups to enable the children to feel safe and secure. We also have a parent and child multi-sport activity session for half an hour every Wednesday morning during the second half of the summer term run by our PE specialist.

There is also a home visit arranged where the teacher and teaching assistant from the Reception class visit the children and their parents at home.

Admission to school at other times.

Parents/Carers are invited to visit, meet staff and children, and ask any questions. Children may also come along in the first instance or visit later.

The child's previous school is contacted for records, reports and information.

When the child starts school the class teacher will allocate a number of 'buddies' to support them until they feel confident to make their own friends and find their way around the school.

Out of Catchment Admission

Parents/Carers who live outside the catchment area and wish to apply to Offenham School for a place for their child should apply to the Local Authority admissions.

The LA will consider the request and respond. Should refusal take place the parents have the right

to appeal.

All information regarding admissions and appeals can be found on www.worcestershire.gov.uk/schooladmissions