

COPPICE
PRIMARY SCHOOL

Admissions Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Jan 2026	Jan 2027	FGB	FGB	Ike Sannie-Lamptey

Aspire, Believe, Achieve, Thrive











Policy last reviewed: January 2026
Policy written by: Clare Pike and Michael Fernandez

AIM OF THIS POLICY

To ensure the admission criteria for Coppice Primary School are clear and that there is flexibility within the system to accommodate children and families.

EARLY YEARS PROVISION

The Early Years Provision within our school is committed to providing excellent quality integrated education and care to children, 3 - 4 years old within the local community.

Your child will learn through play, in structured sessions planned by skilled Early Year's teachers and professionals. They will provide play activities suited to your child's interests and provide a teaching and learning environment that is stimulating and challenging.

NURSERY 3-4 YEAR OLD PROVISION

OVERVIEW

The school is registered with Ofsted to provide places for children aged 3-4. Ofsted, staffing ratios and the staff available at Coppice, determines the number of places available. From September 2025, Coppice will be offering 26 morning places for 15 hours a week, for children aged 3 to 4yrs.

All children are entitled to 15 hours per week for a total of 39 weeks per year.

If your child is entitled to 30 hours funding you are able to split your funding between Coppice Nursery and another setting i.e childminder, alternative nursery.

Fruit snacks are provided free of charge during the day.

There are no charges payable for any extras in Nursery.

This provision is on offer for Term Time Only.

ALLOCATION OF PLACES

We have one main admission intake in September of each year. If vacancies arise during the year, we will fill them in accordance with the admissions criteria, in birth date order.

All children are eligible for 15 hours of Early Years Free Entitlement from the term following their third birthday. Children are admitted through the school therefore applications must be submitted to the school office.

PROCESS

Applications can be made to the school office using the 'Nursery Interest Form', ***(Appendix A).*** Interest forms should be submitted to the school office no earlier than after the child's second birthday. These will be kept on file until allocations are made during the summer term before the September intake.

During the summer term, the school admissions officer will contact all families on the interest list to confirm if they would still like a place in the Nursery. Through conversations and guiding families to Government Childcare Website https://www.gov.uk/sign-in-childcare-account it will then be determined the Nursery provision which can be offered for the upcoming year.

Once agreed, places are confirmed with families with the following on offer to all new admissions:

1. Home visit
2. Induction invite

3. Stay and Play invite
4. Staggered start in the new term

The purpose of each of these are to ensure a smooth transition to the child's start in the Nursery

1. Home Visits

The home visit provides an opportunity for a member of the Early Years Team to meet with the new child (and family) in familiar surroundings, enabling an opportunity for questions to be asked and to discuss any issues specifically relating to the child. These are scheduled to last for between 20 to 30 minutes.

2. Induction Invite

Induction meetings will be of a formal nature where our Early Years Leader will go through the curriculum the children will be following and where we will require for your new starter paperwork to be completed. ***(Appendix B1, B2, B3, B4, B5).*** During the Induction we would ask to see new child's passport or birth certificate as well as a proof of address. During the induction we will also go through key housekeeping points, such as medical/first aid in school, online communication tools we use, emergency contact information etc.

3. Stay and Play Invite

Stay and Play sessions are a great opportunity for new children to Coppice to visit the classroom and class teacher. Parents/Guardians will be required to stay with their child for this hour, helping them to familiarise themselves with the setting as well as meet other children in their class.

4. Staggered start in the new term

By starting the children in a staggered start pattern across the first two weeks of the new term, this allows for the Early Years Practitioners to spend time with a smaller group of children at a time, getting to know them in the new setting, and to be able to provide parents with a clearer picture of how their child is settling in to the Nursery. Be the beginning of the third week of the autumn term, we aim to have all children in their planned provision completing their allocated hours.

Nursery In-year admissions

Children starting after the Nursery start date must apply through the school office. If a place is available, the school will work with you to agree an appropriate start date, usually within 3 weeks of the application. If a space is not available, the child will go onto the waiting list. As a place becomes available during the school year, places will be allocated in line with our criteria:

- Looked After Children
- 4 year olds in catchment area with preference to older pupils
- 4 year olds with siblings in the school, with preference to older pupils
- 3 year olds in catchment area with preference to older pupils
- 3 year olds with siblings in the school, with preference to older pupils

RECEPTION 4-5 YEAR OLD PROVISION

OVERVIEW and ALLOCATION of PLACES

We offer 60 places for children in Reception. Children are admitted via the Local Authority if they meet the eligibility criteria from the term following their 4th birthday.

Coppice adheres to the London Borough of Redbridge Admission Arrangements Document:

"Admission Arrangements for Redbridge Community Primary and Secondary Schools 2026/2027"

This document can be found:

https://www.redbridge.gov.uk/schools/primary-school-admissions/

Please note: if your child is enrolled at Coppice Primary School Nursery, they will not automatically continue into the Reception at the school - you must apply for a Reception place via the Local Authority.

PROCESS
Applications should be made centrally through the online eadmissions website:

https://www.eadmissions.org.uk/eAdmissions/app

The application process will open a year ahead of that child starting in the Reception cohort for the following September and will run until mid January. For example:

If your child is due to start Reception in September 2026, you will need to complete your online application between 1st September 2025 and 15th January 2026.

Applications made after the initial deadline can still be made, however they will be considered as a late application.

During April, Coppice Primary School will be informed of the children who have been allocated a place for the coming September. These places are not confirmed until parents/guardians log on to their **eadmissions** profile and confirm they would like to accept this offer.

From May/June Coppice Primary School will start to make contact with families to acknowledge offers and to follow up on next steps with families. The process, much like the Nursery provision will follow the same steps:

1. Home visit
2. Induction invite
3. Stay and Play invite
4. Staggered start in the new term

Once admitted into Reception, children will move automatically through each year at Coppice Primary School until the end of Year 6.

IN-YEAR ADMISSIONS

Children starting either after the Reception start date, or within a Year, from 1-6 will need to apply for a school place using the Redbridge In-Year Admission Application Form, found at:

https://my.redbridge.gov.uk/schools/admissions/home

Allocations are completed by the team at Redbridge Borough following the guidance in the Redbridge Admission Arrangements Document:

"Admission Arrangements for Redbridge Community Primary and Secondary Schools 2026/2027"

This document can be found:

https://www.redbridge.gov.uk/schools/primary-school-admissions/

PROCESS

Allocations are sent weekly to schools electronically. The admissions officer in school will make contact families who have been allocated an In-Year place for their child and arrange for paperwork*

to be completed and to meet with the family. ***(Appendix B1, B2, B3, B4, B5).*** After the paperwork has been completed, admission into Coppice Primary School would happen within a week.

This school is committed to ensuring that pupils who join the school outside the normal admission round are welcomed positively, supported effectively, and enabled to make a strong start both academically and emotionally. We recognise that pupils joining mid-year may have experienced disruption, transition, or anxiety, and that early support is essential to secure wellbeing, belonging and progress.

Pre-Admission Preparation

- Meet or speak with parents/carers prior to admission where possible
- Gather information on prior schooling, attendance, strengths and concerns
- Identify SEND, safeguarding, medical or pastoral needs
- Establish languages spoken and level of English exposure
- Request previous school records promptly

First Day Welcome

- Assign a key adult and peer buddy
- Prepare named resources (peg, tray, books)
- Explain routines clearly using visual support if needed
- Focus on reassurance, belonging and relationships
- Avoid formal assessment on the first day

Initial Assessment Period (First 2–3 Weeks)

- Carry out low-stakes baseline assessments in reading, writing and maths
- Observe learning behaviours and engagement
- Assess spoken English through discussion and classroom interaction
- Identify gaps in learning without over-assessing
- Share key information with relevant staff

Pastoral and Wellbeing Support

- Complete an initial wellbeing check-in and introduction within the first week (appendix B6)
- Complete pupil questionnaire within the first fortnight and then again 6 school weeks later
- Monitor playtimes and social integration
- Provide regular check-ins with a trusted adult
- Liaise closely with parents/carers
- Share key information with relevant staff

Requests for Admission Outside Normal Age Group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Executive Headteacher's and Head of School's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Office Manager or the Executive Head teacher.

Appendix A
Nursery Interest Form

COPPICE NURSERY WAITING LIST FORM

Surname:	Address:
First name:	Postcode:
Preference: AM PM FULL DAY	Telephone:
If FULL DAY:	30 hours code OR paid top up sessions (delete as appropriate)
Male/Female:	DOB:
Name (s) of any siblings attending school:	
Parent/Guardian's Forename & Surname:	Relationship to child:
Email:	
Parent/Guardian's Forename & Surname:	Relationship to child:
Email:	
IF THERE IS ANY RELEVANT MEDICAL INFORMATION OR ALLERGIES WHICH YOU FEEL WE SHOULD KNOW CONCERNING YOUR CHILD PLEASE WRITE BELOW:	
Doctors Name:	
Doctor's Telephone:	
Name of Nursery/Playgroup your child is currently attending:	

Signed:	Parent/Guardian
Date:	

Appendix B1
Admissions Pack – Data Collection Sheet

ADMISSION FORM

Pupil Details:		
First Name:	Middle name/s:	Surname:
Address: Postcode:		
Home telephone number:		Date of Birth:
If born abroad, when did the pupil arrive in the UK?		Gender: Male/Female (circle)
Child's first language:		Nationality:
What other languages can the pupil speak?		Country of birth:
What other languages is the child exposed to at home?		

Family Details:		
Who does the pupil live with?		Single parent: Yes/No (circle)
Child adopted from care? Yes/No (circle)		Child privately fostered? Yes/No (circle)
Legal guardian (if not parent)		Relationship to child:
Do you have any other children attend the school? Yes/No (circle)		
1. Name	Date of birth:	Class:
2. Name	Date of birth:	Class:
3. Name	Date of birth:	Class:
4. Name	Date of birth:	Class:
Names of children who previously attended the school (if applicable):		

Family/Contact Details:	
<u>Parent/Carer 1</u> **Full name:**	Parent DoB:
	Home Tel:
Relationship to child:	Mobile:
NI Number:	Work Tel:
Email:	
<u>Parent/Carer 2</u> **Full name:**	Parent DoB:
	Home Tel:
Relationship to child:	Mobile:
NI Number:	Work Tel:
Email:	

Appendix B2
Admissions Pack - Data Collection Sheet

Other Emergency Contact 1: **Full name:**	Home Tel: Mobile:
Relationship to child:	Work Tel:
Other Emergency Contact 2: **Full name:**	Home Tel: Mobile:
Relationship to child:	Work Tel:

Previous Education:	
Previous school/nursery (if applicable):	
School/Nursery address: Postcode:	Telephone Number: Date started: Date of leaving:
Any additional educational needs? Yes / No (circle)	If yes, please specify:
Any external agencies involved? Yes / No (circle)	If yes, please specify:

Religion (please tick):	
	Christian
	Roman Catholic
	Jewish
	Hindu
	Muslim
	Sikh
	Buddhist
	Orthodox Greek
	Jehovah's Witness
	No Religion
	Other (please specify):

Status (please tick):	
	British Citizen
	European Citizen
	Asylum Seeker
	Refugee Status
	Other (please specify):
	Date of entry to UK:

Pupil's Ethnic Background (please tick one box only) *These options are set by the Department for Education*:			
	British		Mirpuri Pakistani
	Irish		Kashmiri Pakistani
	Traveller of Irish Heritage		Other Pakistani
	Gypsy		
	Roma		Sri Lankan Tamil
	Greek/Greek Cypriot		Sri Lankan Sinhalese
	Turkish/Turkish Cypriot		Caribbean
	Kosovan		Ghanaian
	White European		Somali
	Other White background		Nigerian
			Angolan
	White & Black Caribbean		Congolese
	White & Black African		Other Black African
	White & Asian		Any other Black Background
	Asian & Black		
	Other mixed background		Any other ethnic group
	Chinese		Prefer not to say
	Indian		
	Bangladeshi		

If you have ticked 'any other ethnic group', please specify here:

Dietary Preferences (please tick)		
Halal:	Vegetarian:	Vegan:
Dietary Allergy Information:		

Signature of Parent/Carer:	Date:

You are strongly encouraged to register for Free School Meals even if your child currently receives Universal Infant Free School Meals (Reception – Year 2) as being entitled can mean **extra funding** for our school to spend on valuable support such as school activities or additional tuition and adults. To enable Coppice Primary School to complete the application on your behalf, please fill out the required information.

If you receive any of these benefits please tick:			
	Income support		Income Based Job Seekers Allowance
	Income related Employment and Support Allowance		Support under Part 6 of the Immigration and Asylum Act 1999
	The guarantee element of State Pension Credit		Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
	Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £16, 190		Universal Credit

If you are in receipt of Universal Credit, is your net earned family income over £7, 400 per year? Your net earned income is your household income after taxes and deductions. It does not include income from any benefits that you may receive.			
	Yes		No

If you are in receipt of Child Tax Credit, is your joint gross annual income over £16, 190 per year? Your joint gross income is your household income before taxes and deductions.			
	Yes		No

Declaration: The information I have given on this form is complete and accurate. I understand that my personal information is held securely and will only be used for the purpose of this eligibility check being performed by Coppice Primary School. I agree to inform the Local Authority of any change in my family's financial circumstances as set out in this form.			
	Yes		No

Signed:

We adhere with date protection legislation.

For more information please visit out published privacy notice

www.coppice.redbridge.sch.uk 020 8708 0740

Appendix B3
Admissions Pack – Medical Form

MEDICAL INFORMATION

Pupil Details		
First name:	Middle name/s:	Surname:
Date of Birth:	Class:	Gender: Male / Female (circle)

Doctor's Details	
Surgery:	Doctor's Telephone Number:
Doctor's Name:	Doctor's Address:

Thank you for your cooperation in completing this form. This information is important to us, particularly if your child becomes unwell at school. If the information changes, please keep us up-to-date.

Health & Development	
Please les us know if your child has any of the problems listed below (tick all that apply):	
	Asthma
	Eczema
	Nut allergy
	Any other allergy (e.g. plasters, food penicillin)
	Hearing problems (e.g. glue ear)
	Eyesight problems
	Epilepsy or fits
	Regular medication
	Regular hospital visits
	Any other medical condition that the school should be aware of?

If you have ticked any of the above boxes, or if you are aware of anything else that could affect your child's health and safety at school, please give further details:

Please give details of any medication taken regularly - at home or in school (e.g. asthma inhaler):

Appendix B4
Admissions Pack – Parental Consent Form

Dear Parents/ Carers,

Please complete the following information for the school database.

Name of Child..... Class.....

	Y	N
As the parent /guardian of the above named pupil I am prepared to allow him/her to take part in local environmental outings involving his/her absence from school premises during the academic year. These will be of short duration only and be within walking distance of the school. Our usual stringent risk assessments will be carried out and followed to ensure that supervision and safety is well within the Borough guidelines.		
I give permission for the school nurse to carry out any health checks deemed necessary including routine sight and hearing tests.		
I give permission for my child to be photographed as part of school activities.		
I give permission for my child to be photographed as part of school activities and for those photographs to be displayed around the school premises.		
I give permission for my child to be photographed as part of school activities and for those photos to be displayed on the school web page and newsletter. Please be aware that this can be accessed via the internet.		
I give permission for my child to be photographed as part of school activities and for those photos to be displayed on Social Media. Please be aware that this can be accessed via the internet.		
I give permission for my child to be photographed as part of school activities and for those photos to be displayed in the school brochure. Please be aware that this can be accessed via the internet.		
In addition, photographs may be taken by the press if appropriate which then may be printed in the newspaper. These could be accessed via the local and national media.		
I agree to my child being videoed during the course of school activities/ school concerts or special events.		
I give permission for my child to borrow books from the school library. I understand that I shall be fully responsible for all the books and they should be transported to and from school in a book bag to protect them from damage. I also understand that should any book be lost or damaged I will replace it or pay the school to do so on my behalf.		
We have full Internet access at school, which means that your child will sometimes be retrieving work from the wider web. The current system that we use is heavily filtered by Research Machines. Access will always be supervised by a member of staff. Government guidelines stipulate that permission must be granted by you as parents or carers in order for your child to use the Internet.		
I give permission for my child to have 1/3 pint of full cream milk per day until the age of 5 years.		

Please note that should you wish to withdraw consent at any time please notify the school office.

Name of Parent.....

Signed Parent/Carer..... Date .....

Appendix B5
Admissions Pack – Home School Agreement

Home School Agreement

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The school will:

- Support your child's wellbeing and safety by providing a safe, supportive and caring enviornment
- Help and encourage your child to reach their full potential
- Monitor and communicate with parents and carers regularly on your child's progress
- Provide a broad and balanced curriculum that caters for all children, including when delivered remotely
- Promote high standards of behaviour so we can maintain a safe environment for all children
- Provide a range of homework activities to consolidate and deepen learning in the classroom
- Offer opportunities for parents and carers to get involved in school life
- Provide reading books appropriate to your child's ability to read at home.
- Let parents know of any concerns or problems that affect the pupil's attendance, work or behaviour.
- Provide information about about what we intend to teach each term
- Encourage pupils to to take care of their belongings, surroundings and others around them.

The parent/carer will:

- [ ] Make sure my child attends school regularly, arrives on time and is collected promptly. I will notify the school if my child will be absent
- [ ] Make sure my child is dressed in the correct uniform and brings their PE kit to school where necessary
- [ ] Provide an explanation if my/our child is absent in accordance with the school's attendance policy
- [ ] Not arrange holidays during term time
- [ ] Make sure that my child completes their homework on time, and raise any issues that my child has, with their teachers
- [ ] Read and follow the school's policies as found on the school's website.
- [ ] Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child
- [ ] Let the school know about any concerns or problems that may affect our child's work or behaviour
- [ ] Keep my child/ren at home for a period of **48 hours** following an episode of vomiting and/or diarrhoea.
- [ ] Talk to my/our child about e-safety and monitor their use of computers, mobiles phones ensuring passwords and safety settings are enabled and that apps are age-appropriate
- [ ] Clearly name all belongings
- [ ] If my/our child requires a mobile phone it wil be handed to the school office when s/he arrives at school
- [ ] Read all communications sent home by the school and respond where necessary

Pupils will:

- [x] Attend school and arrive on time
- [x] Try my best to do my work and ask for help if I need it
- [x] Wear the correct school uniform and bring my PE kit to school when I need it
- [x] Be friendly and caring towards other children and adults
- [x] Listen to instructions from the adults at school and follow the school rules
- [x] Do my homework and bring it back to school on time
- [x] Look after the school equipment and be respectful of the school environment
- [x] Follow e-safety guidance when using a computer, mobile phone or personal device
- [x] I will not use apps that are not age appropriate
- [x] If I have a phone in school, I will hand it in to the school office
- [x] Read every day and complete my reading journal

Signed (family): _____

Signed (school): _____

Appendix B6

My School Check-In 🌟

(You can tell us what you really think. There are no right or wrong answers!)

Name: _____
Date: _____
Year Group: _____

😊 **About Me at School**

1. **How did you feel when you came into school in the morning?**
   (circle one)

😀 Happy 🙂 OK 😐 Not sure 😟 A bit worried

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2. **I feel safe at school.**
   (circle one)

👍 Yes 😐 Sometimes 👎 Not yet

---

3. **I know who to talk to if I need help.**
   (circle one)

👍 Yes 😐 A bit 👎 Not yet

👫 **Friends and Belonging**

4. **Do you have someone to play or talk with at school?**

👍 Yes 😐 Sometimes 👎 Not yet

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5. **I feel like I belong in my class.**

👍 Yes 😐 Sometimes 👎 Not yet

---

6. **What do you like to do at playtime or lunchtime?**
   ➖ _____

📚 **Learning and Lessons**

7. **How do you feel about your learning in class?**

😀 I like it 🙂 It's OK 😐 Not sure yet 😟 I find it hard

8. **I understand what to do in lessons.**

👍 Yes 😐 Sometimes 👎 Not yet

---

9. **What is your favourite lesson or activity so far?**

➖ _____

🏫 **Knowing the School**

10. **I know where things are in school (toilets, classroom, playground).**

👍 Yes 😐 Mostly 👎 Not yet

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11. **I know the school rules.**

👍 Yes 😐 A bit 👎 Not yet

🌈 **My Feelings**

12. **At school I usually feel:**
(circle as many as you want)

😊 Happy 😌 Calm 🤪 Excited 😐 Quiet 😟 Worried

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13. **One thing that makes school hard for me is:**

➖ _____

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14. **One thing that helps me at school is:**

➖ _____

⭐ **Looking Forward**

15. **One thing I am proud of at school is:**

➖ _____

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16. **One thing I would like help with is:**

➖ _____