

Admission and Transfer

ADMISSION AT AGE 7

Children transfer to our school in the September following their seventh birthday and stay for a four year period. Parents with children in Year 2 are invited to visit the school to see it at work during Terms 1, 2 and 3. Application forms are available from the children's Infant schools or from the Admissions Team at Medway LA offices, Gun Wharf. The completed forms should be returned following the printed instructions in the booklet by the due date.

An opportunity is provided in the latter part of the summer term for the new intake children to visit the school and meet their new class teachers and for their parents to attend an Information Evening to meet the Principal and the Year 3 staff.

We maintain close links with our feeder Infant Schools during the transition period. The children participate in transition projects during the summer term of Year 2 and into the autumn on arrival in Year 3 in order that we can get to know the children and help them to settle in as quickly as possible. Teachers from our main feeder schools meet with the Lower School team to discuss the children's needs, academic progress to date and plan for a successful transition.

ACADEMY ADMISSIONS POLICY

Available to be viewed from our website <http://www.delceacademy.co.uk>

ADMISSION AT OTHER TIMES

When parents are considering sending their children to this school at other times, they are welcome to visit the school and meet the Principal. Appointments may be made through the School Office.

TRANSFER TO SECONDARY SCHOOL

The school supports pupils and parents through the secondary schools' application procedures. There is a wealth of secondary school choice including academies, selective and non-selective schools in Medway. Our pupils and parents are encouraged to visit the schools on Open days during the autumn term when considering the options available to them.

Some families choose to apply for a placement at Grammar or High Schools under the Council's Selection Procedure and the school will inform parents about the process and timescales during Year 5. The Medway LA pamphlet explaining the procedure is sent to parents of all children in Year 6 during the Summer Term. Parents opt for their children to take part in the Selection Procedure, involving three tests – mathematics, creative writing and verbal reasoning. The resulting test scores are aggregated and the pupils forming the top 25% across Medway Schools are accepted for Grammar School.

PARENTS AND THE SCHOOL

We aim to establish a sound, friendly and professional working relationship between home and school in which parents and teachers can discuss the children's academic progress, development and special needs.

VISITING OR CONTACTING THE SCHOOL

Parents wishing to contact the school should telephone or call into the School Office between 8:45am and 4:00pm. Contact can also be made through the school office email address: office@delceacademy.co.uk. Visitors are welcome in the school using the Tideway entrance and are required to sign in with the school office. All adults working in the school have full DBS checks prior to employment. The school follows all safeguarding procedures. A security badge system operates in the school building for all employees and visitors. We are always ready to welcome parents to discuss problems or matters of common concern. A senior member of staff is usually available at short notice to deal with urgent matters. Class teachers may be contacted via the school office or by writing.

PUPIL LEARNING CONFERENCE – ANNUAL REPORTS

Pupil Learning Conferences are held during the course of the school year and parents are expected to attend with their child to discuss their child's progress with their class teacher. Targets are set and reviewed at these meetings for learning, home and social emotional development for every child. A written copy is sent home after each learning conference. A written report detailing progress over the year is provided for each child at the end of Term 6.

SCHOOL FINANCE

The school fund exists to provide additional amenities that are not funded by the Department for Education. Parents are asked to support the fund by making donations and supporting fund raising activities.

Many activities, such as outings and visits from educational theatre groups, can only take place when fully funded by voluntary parental contributions and in accordance with the 1988 Education Reform Act, the Governors have resolved that no child shall be excluded from any school activity for financial reasons.

PARENTAL HELP IN SCHOOL

There are many areas of life in school where parental help is welcome on a regular or occasional basis. You may wish to become more involved in the work of the school and this is possible in a variety of ways:

- Using some special talent in the school
- Support guided reading sessions in school
- Engage in family learning opportunities

Please contact the school office in the first instance should you be interested in helping with any of these or other activities related to the life of the school.