



Bowburn Primary School: Admissions Information 2020- 21.

Bowburn Primary School has an admissions limit of 28 pupils per class from Reception to Year 6.

Pre-School provision is based in our large Nursery building. We offer free 15 hours provision for all 3 year olds and 15 free hours to two year old children who meet the requirements. We also offer paid provision for our 2 and 3 year old rooms.

From Easter 2020, or once the school has moved into the new Primary School building, the admission number is set to change to 75 per year group, to reflect the increased accommodation available. The Nursery accommodation will also be increased to 70 fulltime equivalent places.

We are offering the government's 30 hours funded childcare places for working parents of three and four year olds. To find out if you qualify please go to <https://www.childcarechoices.gov.uk/>

Parents who would like to visit the school buildings and look around are encouraged to do so and are most welcome. Please write or telephone to make an appointment with the Head teacher Mrs Glass at any time of the year. *NB: Due to current Covid 19 restrictions unfortunately this is not possible at present. You may wish to view videos for transition to Reception and Year 3 prepared by staff on the School website.*

The age at which children can be admitted to school is determined by the Education Committee. Current Policy allows for:-
"Those children whose fifth birthday falls between the 1st September 2020 and the 31st August 2021, to be admitted at the beginning of the Autumn Term 2020".

Our admission number approved for the year 20/21 is 56 per year group. However this is set to change once the school moves over into the larger new building in 2021.

In the event that the school is over-subscribed then preference to admission will be given in accordance with the Local Authority's admission arrangements.

During the summer term you will be invited to visit school. This will enable you to meet your child's Class Teacher and ask any relevant questions which may not have been answered. If transferring from our nursery your child will have spent quite a lot of time in school prior to admission and will already be familiar with the reception class teachers. Those children transferring from the infant to junior buildings (Year 2 to Year 3) also take part in transition arrangements and spend time with their new teachers, and visit the junior building. There is a parents meeting for Y2 parents and pupils in June, held in the junior building. *NB Due to current Covid*

19 restrictions this is not possible at present. You may wish to view transition videos on the school website with your child.

We operate a staggered entry for Reception pupils to school in September, over one to two weeks, depending upon the size of the intake. A few children start school each day, so that the teachers and helpers can provide a lot of individual attention to ensure that children feel happy and secure. It is important to us that our children remember their first day at school as a happy one! In the first week the children go home after a morning session at 11.30am. In the second week the children go home after lunch at 2.30 pm and will attend full time in week 3. Starting school can be tiring for four year olds.

Visit the Durham County Council website for information regarding the [school admission process](#) and [primary school admissions](#).

To appeal against an admission decision visit: [School admissions-appeals](#).

Nursery admission arrangements

Three year old provision

Once your child has turned three, they are entitled to 15 hours of free nursery provision. These sessions can be taken as am, pm or full day sessions where available. Parents can put their child's name on the waiting list during the school year in which the child has his/her second birthday. Forms can be collected from the nursery or from the infant office (Wylam Street site), NB *due to Covid 19 we ask that you please phone to arrange this. Forms can also be emailed out.*

We are offering the government's 30 hours funded childcare places for working parents of three and four year olds. To find out if you qualify please go to <https://www.childcarechoices.gov.uk/>

Two year old provision

Two year old places are available, either funded for those who qualify or paid places at £15 per 3 hour session. Parents can apply for funded or paid places the term before their child turns two. For further information on funded places please contact Mrs Simpson, Office manager at the nursery or the infant site office (Wylam Street) Tel: 01913770497

Parents who would like to visit the Nursery and look around are very welcome to do so. Please write or telephone to make an appointment with the nursery teacher at any time of the year. Contact the infant site office (Wylam Street) NB *Unfortunately due to Covid 19 restrictions this option is currently unavailable.*

Special Educational Needs and Disabilities (SEND)

We are committed to meeting the needs of all children including those with Special Educational Needs and Disabilities. We would ask parents to discuss the identified needs with the school prior to starting school so that appropriate intervention and

support can be planned and implemented. Advice from the Local Authority or other agencies may be requested to ensure the school can meet any needs appropriately. Full details of the admission arrangements can be found in the Primary and Secondary Admissions brochure produced by Durham County Council.

Visit the Durham County Council website for information regarding the [school admission process](#) and [primary school admissions](#). To appeal against an admission decision visit: [School admissions-appeals](#).

Applying for a school place if your child has an Education, Health and Care Plan or a Statement of SEN

Children and young people with an Education, Health and Care Plan follow a different admission and transfer process for a new school. Please continue to complete Durham County Council's parental preference form, as part of the admission process to a new school. You continue to have a right to request a particular school and this will be considered alongside the information that we have about your child's special educational needs. The information would have been provided as part of the Education, Health and Care assessment or following the review meeting.

Contacts

The following are the main contacts for Special Educational Needs and Disability at Bowburn Primary School:

Mrs Jackie Glass is the Head Teacher

Mrs Dawn Stobbs is our designated SEND Governor: Mrs Stephanie Clark is our designated Special Educational Needs Coordinator (SENCO).

It is the SENCO's job to:

1. Oversee the day-to-day operation of the school's SEND policy
2. Liaise with the relevant Designated Teacher where a looked after pupil has SEND
3. Advise teachers on using a graduated approach to providing SEND support
4. Advise on the deployment of the school's delegated budget and other resources to meet the pupil's needs effectively
5. Liaise with parents/carers of pupils with SEND
6. Liaise with and be a key point of contact for external agencies
7. Ensure that the school keeps the records of all SEND pupils up to date
8. Work with the head teacher and school governors to ensure that the school meets its responsibilities with regard to reasonable adjustments and access arrangements by phoning the school on 0191 3770497 or sending an email to:
bowburnprimary@durhamlearning.net

If you would like further information about applying for a place in our school or nursery or about your SEND requirements please contact us by telephone.

Admission to school

If your child is due to start school in September 2021, you can now apply for their place. Applications can be accessed on-line at :

<http://www.durham.gov.uk/schooladmissions>

Please apply as soon as possible, the deadline is midnight on 13th January 2021. if for any reason you cannot access the on-line application please contact school.