



## Reception Pupils

Cambridgeshire County Council is responsible for Reception admissions to the school. Full details of the admissions policy are set out in the “Cambridgeshire Schools Admissions” website:

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/>

Children enter Wilburton CE Primary School in the Autumn term of the school year they turn 5 years old. These Reception children will attend school for mornings to start with but will gradually attend more until they are full time part way through the first half term. This transition period lasts for a maximum of four weeks. Our Published Admission Number (PAN) is 20, but our temporary operational PAN (2024-25) is 15 in each year group.

We are aware that starting school can be daunting for both parents and children. We hope to allay any anxieties that parents or carers may have. In the Summer term before your child starts school, parents/carers and their child will be offered several opportunities to visit the school and familiarise themselves with it.

These will include:

- A member of the new class team visiting those children who attend local nurseries and preschools to meet the children in surroundings that are familiar to them;
- The reception teacher offering further support for those children who may need it, liaising with the school’s SENDCo where appropriate.
- Reception children spending time in the school and in their class environment;
- A parent’s introduction meeting with the head teacher and reception teacher to give you further information, an insight into school life and an opportunity for you to ask questions that you may have about your child starting school.

If you have any specific issues or concerns about which you require information please do not hesitate to contact the school office.

## In Year Transfers

If you would like your child to transfer to the school from another school refer to admissions policy are set out in the “Cambridgeshire Schools Admissions” website: <https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/in-year-admissions/>

## Data Protection Act

Information from home is gathered initially on an admission form. This is held on a school computer and is covered by the Data Protection Act. It is vital that we are informed of any changes in emergency phone numbers or other essential information immediately that they take effect.

For further information regarding admissions:-

<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-&-learning/apply-for-a-school-place/>

E-Mail: [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk)

Tel: 0345 045 1370