

ADMISSIONS POLICY



Policy written by: Mrs Wood

Link Governor(s): Mrs Comer

Policy last ratified by governors: November 2020

To be reviewed: November 2022 (or sooner if appropriate)

Signed by Headteacher:

ADMISSIONS POLICY

N.B. The admissions limit for the Early Years is 30 (15 F.T.E)

1. THE ADMISSION TO EARLY YEARS OF CHILDREN NOT OF STATUTORY SCHOOL AGE WILL BE GOVERNED BY THE FOLLOWING CRITERIA:

- That the criteria for admission the Early Years are those that apply to the Primary School
- Admission is governed by the limit of 30 part-time places in two daily sessions of 15, allocation to which is at the discretion of the school.
- It is the intention that where possible children will be admitted to the Early Years for three terms part-time in the year prior to statutory schooling i.e. Rising 4's

2. ADMISSION TO THE PRIMARY SCHOOL IS GOVERNED BY THE STANDARD NUMBER OF 30 AND THE FOLLOWING CRITERIA IN ORDER OF PRECEDENCE

There is no guarantee of a place for children living in the priority admissions area. In the event of over-subscription places will be allocated using the following criteria in the order given:

- Children Looked After
- SEN
- Children living in the priority admissions areas with a brother or sister attending the school at the time of application with a reasonable expectation that the brother or sister will still be attending at the same time of admission.
- Other children living in the priority admissions area.
- Children living outside the priority admissions area with a brother or sister attending the school at the same time of the application with reasonable expectation that the brother or sister will still be attending at the time of admission.
- Remaining applications.

In the event of over subscription within any of the above criteria, priority will be determined by the straight line distance from home to school, those living closest being given the highest priority.

Exceptional medical circumstances (supported by medical evidence) may override the above

3. PROCESS FOR TRANSFER (OTHER THAN INTAKE FOR RECEPTION IN SEPTEMBER)

- Parent completes School Transfer Form – section A and returns back to the current school
- School completes section B
- Form is forward to the chosen school
- Chosen school will advise if a place is available
- School/parent arrange a start date
- School Admission Team will send the parent/carers to confirm that the year group is full and advise right of appeal

- Application emailed to number 2 school (if applicable) by School Admission Team

4. ADMISSIONS TO YEAR GROUPS OTHER THAN RECEPTION

Children will be accepted into school at any point in the year to any Year Groups where there are spaces, i.e. below 30 children. Where a year group is full, parents will be advised of the appeals process.

A named member of staff has responsibility for overseeing the induction of those children. A buddy will be involved in the process. New starters will be inducted in:

- Behaviour Policy
- School day and routines
- Playtimes
- After School Clubs and visits
- Homework
- A parent pack will be given to be completed and returned with essential basic information and permission slips
- The member of staff with responsibility for induction, will ensure that this is carried out

The school concurs with Local Authority Admissions Policy and works with the authority on all aspects of admission and transfer of pupils and information.