



# Admissions Policy

May 2024

Mrs P. Scott

Date Approved	20 <sup>th</sup> May 2024
Review Date	Summer Term 2027
Approved by which committee	Curriculum Committee

<u>Admin use only</u>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	
Governor Hub	





## **1 Introduction**

1.1 Our governing board applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

## **2 Aims and objectives**

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 All applications will be treated on merit, and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

## **3 How parents and carers can apply for their child to be admitted to our school**

3.1 Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.

3.2 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the Local Authority and should be returned by the date stipulated on that form. The Local Authority will notify parents and carers of the outcome of the admissions procedure.



3.3 In this area, children enter full-time school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins).

3.4 For Nursery admissions, parents are required to complete an admissions form which can be requested from our school office. We accept children into our Nursery, the term after their 3<sup>rd</sup> birthday. For our September intake, we offer places in date of birth order, accepting our eldest children first (not how long they have been on a waiting list). If Nursery is not full in September, we will provide a January and Easter intake, again in date of birth of order.

### **4 Admission appeals**

4.1 If a child is not offered a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by appealing to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child who had been refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

### **5 The standard number (PAN- Planned Admission Number)**

5.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for each class in our school is 30 and our school is now a two-form entry school, having a planned admissions number of 60. We keep this number under review and the governors will apply to change the number if circumstances change.

### **6 Sizes of classes for infants**

6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.



## 7 Monitoring and review

7.1 This policy will be monitored by the governing board, who will always take due note of the guidance provided by the local Admissions Forum.

7.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area

**Signed:**

**Date:**

