

## **Policy on Admissions 2014-15**

### **1 Introduction**

1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our admissions policy conforms to the regulations that are set out by the Department of Education.

### **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.

### **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 education authority ( South Eastern Education & Library Board ) The Admissions Authority for our school is therefore the SEELB, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations from school or directly from the SEELB.

3.2 The SEELB'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 school or local library or directly from the SEELB, and should be returned by the date stipulated on that form. Governors will then apply admissions criteria if the school is over subscribed. The school will then notify successful applicants of the decision as soon as all the applications have been considered and the enrolment process has been completed. This usually happens towards the end of April.

We encourage prospective parents to register an interest with us as soon as they wish. This does not guarantee a place in the school and merely places their details on a mailing list – we automatically send out enrolment information at the appropriate time.

3.3 In this area, children enter 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). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the date stipulated – usually towards the middle of January.

#### **4 Admission appeals**

4.1 If we do not offer a child 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 applying to the SEELB. 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 to whom we had 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.

#### **5 The standard number**

5.1 The 'standard number' is the number of children the Department of Education and the SEELB considers the school can accommodate. The standard number for our school is [90 pupils in any year group]. We keep this number under review, and the governors will apply to change the number if circumstances change.

#### **6 Sizes of classes for Foundation Stage and Key Stage 1**

6.1 We teach Foundation & Key Stage 1 children (aged five to eight) in classes that have a maximum number of 30 children. (The only exception to this number is if we have applications from a child/children with a statement of Special Educational Needs )

#### **7 Monitoring and review**

7.1 This policy will be monitored by the governing body, 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:**