

## Victoria Primary School - Admissions Policy

### **Rationale**

The admissions policy enables a school to offer places to children in a fair and efficient way to meet the needs of the community. Equality of opportunity is paramount.

### **Aims**

- Serve the community.
- Fair allocation of places.
- Promote equality.

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

Our school is an academy but the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by 15th January.

### **Admission appeals**

If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

### **The standard number**

The standard number is the number of children the school can accommodate. The standard number for our school is 45 for every new admission year. We have a priority area as defined by the LA. We keep this number under review and the governors will apply to change the number if circumstances allow.

### **Priority Criteria:**

If the number of applications exceeds the number of available places in any year group then the following criteria are used to determine allocation of places.

1. Children living within the school's priority area with siblings already on roll.
2. Children living elsewhere with siblings already on roll.
3. Children living within the priority area.
4. Children living elsewhere.

### **Appendix A: Victoria Primary School Nursery Admission Policy**

**Reviewed: November 2019**

## **Appendix A - Victoria Primary School Nursery Admissions**

**Victoria Primary School criteria for nursery place and preference for a.m./p.m. session. This is managed by the school.**

Nursery Place:

1. Siblings.
2. Place on list.
3. Catchment area.
4. Special Educational Needs. Refer to Inclusion leader.

### **Policy into Practice**

If these criteria are used, we will be meeting the needs of the community and also have some flexibility to keep a balance of individuality within each session.

If one or more than one of the criteria are evident in B, the school can offer the choice of a morning or afternoon place. If not the allocation of a place will be at the discretion of school.

Wherever possible we would prefer to have siblings in separate sessions so their learning can be fully met.

### **Nursery Procedures**

- Letters offering a place sent to all children on waiting list in March to offer place.
- Liaison visit in May to confirm place and gather information.
- Sessions allocated taking into account home language, gender, specified need.
- The children come into nursery weekly over a short period.
- Depending on numbers there are two intakes per year i.e. September/January.

### **Conclusion**

This policy will need to be regularly reviewed in light of legislation and developmental changes.