

# Mayfield CE Primary School

# Admissions Policy

Policy Created 2011.

This policy will be reviewed every four years or sooner if required.

Policy reviewed April 2015

Signed .....

# Mayfield Church of England Primary School

## Admissions Policy

### 1) Introduction

Mayfield is a Church of England Voluntary Controlled Primary School for children aged 4+ to 11. The School is situated in the village of Mayfield in East Sussex. We welcome children from all backgrounds and abilities into our school community and promote equality for all.

Our Mission Statement is central to the work of the whole school, our philosophy and ethos. Governors and staff together formulated the Mission Statement:

*Mayfield is a Church of England School where the Christian faith underpins its ethos working in partnership with parents and the wider community. Everyone is encouraged to respect themselves, others and the world in which they live. The school aims to provide a healthy environment where each person feels valued, lived, secure and able to reach their full potential.*

Children come to us from Mayfield Pre-School and a range of nurseries and playgroups throughout the area.

### 2) Aims

- ❖ We seek to be an inclusive school, welcoming children from all backgrounds and of all abilities
- ❖ All applications will be treated on merit, and in a sensitive manner.
- ❖ 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 in Section 4 'Oversubscription Criteria' to determine whether a child is to be accepted or not. It is our wish for parents 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.
- ❖ 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 can apply for their child to be admitted to our school

- ❖ Our school is a Voluntary Controlled Church of England school, its admission arrangements are determined by the Local Authority.
- ❖ The Local Authorities annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application for a place in September for a child being admitted to Reception Class should be made on a form that can be obtained from East Sussex County Council, and should be returned by the date stipulated on that

form. The school will notify parents of the decision on the day designated by the Local Authority. Application for a child to join our school at any other point in the year can be made by contacting the school directly.

- ❖ Children enter school at the start of the academic year in which they become five. There is one admission date which is early September. Therefore, parents 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 by East Sussex Council.

#### **4) Oversubscription Criteria**

If there are insufficient places to meet the demand these will be allocated to children in accordance with the following list of priorities:

- 1) Looked after children (children in care of the Local Authority at the time of application and admission)
- 2) Adopted children
- 3) Children with strong medical or exceptional evidence, which leads the Director of Children's Services to conclude that attendance at any other school would be inappropriate
- 4) Children who have a brother or sister at the school at the time of admission
- 5) Children living nearest to the school (distance will be measured using the County Council's geographical information system (GIS) from the child's home to the gate used by the children at the school. It must also be a public right of way.
- 6) Successful Appeals

#### **5) Admission appeals**

- ❖ 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.
- ❖ If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. 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. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which comes into force in September 2004.)

#### **6) The standard number**

The 'standard number' is the number of children the LEA considers the school can accommodate. The standard number for our school is 30. We keep this number under review, and the governors will apply to change the number if circumstances change.

#### **7) Sizes of classes for infants**

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children in KS1. In KS2 very occasionally numbers exceed 30 in a room because some year groups are mixed. Key Stage 2 classes will not be mixed after September 2015.

## **8) Monitoring and review**

- ❖ This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

**Signed:**

**Date:**