

# Admissions Policy



*Presented to Staff: March 2016*

*Approved by Governors: May 2016*

*Next Review: March 2018*

## *Mission Statement*

*Their minds and their futures are entrusted in our hands for a few brief years of childhood. We must do all in our power to serve them well*

*Pugh, C. 1996 Contemporary Issues in the Early Years*

## **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 Local Authority (LA) and the statutory Appeals Code of Practice.

## **2 Aims**

**2.1** We seek to be an inclusive school, welcoming children from all backgrounds and abilities and striving to achieve the Every Child Matters outcomes.

**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 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 Ashbrow's admissions policy.

## **3 How parents can apply for their child to be admitted to our school at Reception age**

**3.1** Our school is a community school, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA (Civic Centre 1) or view them online at [www.kirklees.gov.uk](http://www.kirklees.gov.uk) (search "school admissions").

**3.2** The LA's 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 should be made on a form that can be obtained from the school, and should be returned at least one week before the date stipulated on that form. Alternatively, parents may apply online at [www.kirklees.gov.uk/admissions](http://www.kirklees.gov.uk/admissions). The LA will notify parents of the decision as soon as all the applications have been considered, which is usually in mid-April of the year in which the child starts school.

**3.3** In this area, children enter school as 'Rising Fives'. There is a Single Point of Entry in September but parents have the right to defer the starting date until the term following their child's fifth birthday for children born between 1<sup>st</sup> September and 31<sup>st</sup> March. Children born between 1<sup>st</sup> April and 31<sup>st</sup> August can only defer until the start of the summer term. More information is available on the Kirklees website.

## **4 Admission appeals**

**4.1** If the LA does 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 wish to appeal against a decision to refuse entry, they can do so by applying 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 to whom the LA 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 Pupil Admissions Level (PAL)

5.1 The 'PAL' is the number of children the LA considers the school can accommodate. The PAL for our school is 60 children per year group from years R to 6. In nursery there are 26 places available in the morning and 26 places available in the afternoon. 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 Primary aged children from 3 years old to 11 years old. We offer 15 hours per week for up to 52 Nursery aged children (26 full time equivalent places).

### Nursery Admissions

The school allocates places – applications can be made directly at the office. We use the same criteria as the LA to determine who is given a place if there are more applications than places.

### In-Year Admissions

Year 1 to Year 6 (and Reception once the academic year has started). If parents wish their child to be considered for a place at Ashbrow School they will need to complete an ICAF form, available from the school office. The form must be returned to school. The LA allocates places and informs the parents directly of the decision. This process may take up to three weeks.

## 7 Monitoring and review

7.1 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.

**Date of next review: September 2016**

Policy prepared by SLT