



# Woodseats Primary School Admissions Policy

## 1 Introduction

- 1.1 The governing body of Woodseats Primary School 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 policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## 2 Aims and objectives

- 2.1 We are an inclusive school that welcomes 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 enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

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

- 3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.
- 3.2 The LEA 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 LEA 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.
- 3.3 In this area, children enter school in the academic year they become five. There are two admissions date per year, early in September (i.e. at the start of the school year) and in January. 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 the end of March of the previous year.



## **4 Admission appeals**

- 4.1** 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.
- 4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. 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. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

## **5 The standard number**

- 5.1** The standard number is the number of children the school can accommodate. The standard number for our school is 60. We keep this number under review and the governors will apply to change the number if circumstances allow.

## **6 Infant class size**

- 6.1** We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.
- 6.2** We have a programme designed to make the transition from Nursery and home to school as smooth as possible, and to be sensitive to the needs of children and parents. We endeavor to develop an open and friendly relationship which helps all parties to feel at ease as quickly as possible.

We invite the parents and children to a series of visits to school in the weeks before the children are due to start. Parents meet both the head teacher and class teacher, spend some time in the classroom, and have a chance to hear about the school, and ask any questions they may have.

## **7 Nursery Admissions**

- 7.1** The nursery currently has a capacity of 26 per session. Nursery opening hours are 8.30am – 4pm, Monday to Friday. Children received funding for 15 hours per week, which can be used flexibly across a minimum of 2 days, according to availability of sessions. Parents/Guardians may also request additional hours, which must be paid for half a term in advance. Parents/Guardians can apply as and when they would like a place for their child. There is no 'waiting list' by order of application but later applications do have to wait until suitable vacancies arise.
- 7.2** Children are admitted in DOB order and children in the catchment area are admitted first. When all 3 and 4 year olds from the catchment area are admitted children from beyond the catchment area may be admitted in order of age.



- 7.3** Children in both morning and afternoon groups are from a mixture of ages. This makes it easier to feed new entrants to a group.
- 7.4** Should a child be admitted to the Nursery this is on the basis of expecting a high level of attendance. Where the level of attendance is very low the parent will be approached and asked whether the place is still needed. Following this the place may be offered to another child.
- 7.5** Children admitted from outside the catchment area do not transfer automatically to the school. Admission to the Nursery unit is no guarantee of a place being available at the school. Parents apply for a school place as in 3.3
- 7.6** We invite the parents and children to a visit to the Nursery in the weeks before the children are due to start. Parents meet both the head teacher and Nursery staff, spend some time in the classroom, and have a chance to hear about the Nursery, and ask any questions they may have.
- 7.7** In line with the Sheffield Early Years Free Entitlement Code of Practice, there is a financial implication of children transferring between providers. There may be a cost to parents if a child changes placement at times other than at a half term.
- 8.0 Review**
- 8.1** This policy will be reviewed periodically with the Admissions Authority in the light of any changed circumstances in our school or the local area.

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