

Admissions

Admission to the nursery class is by application when the child is two years old. Admission to the nursery **does not** guarantee admission to Reception. The child is eligible to begin nursery education the term after their third birthday and is entitled to 15 hours a week.

Places will be offered for September around Easter time. There may be admission to the nursery class in January if there are available places.

Admission to the Reception class is through application during the advertised application period. We are a maintained school and operate within the Sunderland Admissions Scheme. The Local Authority sets the criteria and allocates places based on those criteria.

In November, packs will be sent to families who live in the City Council area. Notifications will be sent to parents via letter or via email'

Contact details are

0191 561 1399 or school.admissions@sunderland.gov.uk

In-Year applications

Parents must complete an application and send it to the Admissions Team, who will make an offer based on preference and availability at the time.

Appeals Process

Any parent who is unhappy with an application can appeal to an Independent Appeals Panel. Their decision is final and binding.

Complaints

The Governing Body has a Complaints Procedure Policy. Usually, complaints are resolved successfully through the school procedures. If that is not possible, a complaint can be made to the Chair of Governors at the school. Any complaints addressed to the Local Authority will be sent to the Chair of Governors. They will decide whether it is a school issue. The Governing Body has a Complaints Committee, and they will meet with parents to consider a complaint. The decision by the Complaints Committee is final. If a complainant is still unhappy, they can write directly to the Secretary of State for Education.