

MAUNDENE PRIMARY SCHOOL

ADMISSIONS POLICY



Reviewed policy:	September 2017
Policy to be reviewed again:	September 2019

Policy on Admissions

1 Introduction

- 1.1 Maundene School follows the admissions procedures and policy set out for maintained schools by Medway Local Authority. To this end the Local Authority manages all Reception class admissions and all in year admissions thereafter. We follow the Local Authority's Co-ordinated Scheme for Primary Admissions.

2 How parents and carers can apply for their child to be admitted to our school

- 2.1 Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.
- 2.2 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers 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 local Education Department, and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered.
- 2.3 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they submit the necessary application form by the closing date.

3 Admission appeals

- 3.1 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.
- 3.2 If parents and carers 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 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.

4 The standard number

- 4.1 The 'standard number' is the number of children the LA considers 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 change.

5 Sizes of classes for infants

- 5.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

6 Monitoring and review

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

Signed.....

Name.....

Date.....