

St Michael's Primary School and Nursery



Admissions Policy 2018/2019

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| Signed: | |
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Admissions Policy

1. Admissions to the School

It is the school's policy that members of minority racial groups, children of either sex or the disabled should be given equal consideration for admission to the school.

Early Years Admission

The school currently has one admission date into the reception class in September 2018. This is as follows:

- For those children whose 5th birthday is between 1st September and August 31st 2018/2019

Standard Number to Admit

The school's standard number to admit is set in conjunction with the LA and is currently set at 60. The school is therefore only able to admit pupils until this number has been reached.

2. Admission Criteria

All applications for admissions for a reception place must be dealt with through Essex County Council. All applications for places in other year groups are dealt with by the school and Essex County Council. There is no guarantee of a place for children living in the priority admissions area.

In the event of over subscription places will be allocated using the following criteria in the order given:

- Looked after children
- Children living in the priority admissions area with a sibling attending the school
- Other children living in the priority admissions area
- Remaining applications

Pupils who cannot be admitted to St Michael's Primary School will be offered admission to the nearest available school, taking account of parental preference and the admission criteria for those schools.

Admission to St Michael's is administered centrally and impartially by the Planning & Admissions Section of Essex County Council. Applications for places in the Reception class for the beginning of the new academic year are now usually made on-line. Essex County Council send out information to parents in October of the preceding year. Provided families are registered with a local doctor the information will be transferred automatically from the Health Authority to Essex County Council and no action should be necessary on the part of the parents. Parents of children due to start school in September who do not receive the Common Entry Form by the previous October should contact the Planning and Admissions Section at PO Box 4261, County Hall, Chelmsford, CM1 1GS or telephone 0845 603 2200 or e-mail admissions@essex.gov.uk.

Applications for admission other than to the Reception class at the beginning of the academic year should be made on the Mid-Year Admission Form which is available through Essex County Council's website.

3. Admissions to the Nursery

The Nursery holds one session per day for up to 26 pupils. The morning session is 3 hours long. We are unable to admit pupils to the Nursery full time. Pupils are admitted to the Nursery in the term following their 3rd birthday.

Once all the Nursery places are filled, a waiting list operates. Children on the waiting list are then offered a place as one becomes available according to the criteria above used for school admissions.

Having a place in the Nursery does not automatically ensure a place in the main school. Pupils wishing to continue on to the reception class must apply through the local authority.