

Huntspill Community Federation



ADMISSIONS POLICY



Lead Person: Derek Nevell
Committee: Teaching & Learning
Policy Date: Autumn Term 2017

Somerset Local Authority is the Admissions Authority for both schools in the Huntspill Federation. All admission decisions are taken by the LA for entry.

Applications to start school for the first time - should be submitted on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions.

A child whose fifth birthday falls between 1st of September and the 31st of August can be admitted during the Autumn Term. Normally children will begin part-time with a phased induction leading to full time.

We have an induction programme for our Reception intake each year, details of which will be sent out prior to your child starting school. We feel it essential to prepare your child for a positive start to their school life. We have very close links with the Under-5s pre-school on our site which means that children are familiar with the school and its teachers when they start in September.

Class Placement Policy

Class lists are drawn up in June (after careful consideration by the staff), so that parents and children are given sufficient notice. In some years there may be movements of families in or out of the catchment area, in which case the Head Teacher may have to make adjustments to the lists in September. Parents and children will be notified accordingly.

Admissions during the academic year - must be submitted using the LA in-year application form (hard copy only) to:

In-Year Admissions
Placements and Entitlement Team
Children and Young People's Directorate
County Hall
Taunton TA1 4DY

Applications will be processed in strict date order and a decision will be notified in writing by post to the applicant within ten school days. Where a place cannot be provided, the right of appeal will apply. Where there are more applications than places available within a particular year group, applications will be considered against the oversubscription criteria.

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