

Admission of pupils to school



Admission of pupils to Lambton Primary School

Annual Admission to Reception Class

As part of the Local Co-ordinated Admissions Scheme parent(s) / carer(s) must complete the application form (Common Application Form) through Sunderland Local Authority. Parents(s) / carer(s) who do not reside in City of Sunderland must make an application through the Local Authority in which they reside. Full details are available, including key dates and current criteria, in the Admission Booklet.

https://www.sunderland.gov.uk/media/19182/Admission-to-primary-school-booklet-2018-19/pdf/Admission_to_primary_school_booklet_2018-19.pdf

In Year applications

Parent(s) / carer(s) must contact the Admissions Team at Sunderland Local Authority and request an application form for a school transfer. Parent(s) / carer(s) are advised to contact the school to see what the current vacancy position is.

<https://www.sunderland.gov.uk/article/13004/Apply-for-a-school-transfer>

Appeal Process

If a Parent(s) / carer(s) is unhappy that they are unable to gain a place they must contact the Admissions Team and make an appeal to the Independent Panel, whose decision is final and binding.

Annual Admission to Nursery Class

Nursery education is not statutory. Parent(s) / carer(s) can complete an application form, obtained from the school office, immediately after the pupils' second birthday. Please note that the current entitlement is 15

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hours, which can be taken flexibly. If the pupil stays for lunch there will be a charge for that service as well as a charge for wrap around care. There is no right of appeal available for admission to the nursery class.

In year applications can be made and if a place is available it will be offered.

https://www.sunderland.gov.uk/media/19182/Admission-to-primary-school-booklet-2018-19/pdf/Admission_to_primary_school_booklet_2018-19.pdf

see also Lambton Nursery Admission policy

Record Keeping

A register of pupils on role will be maintained by the School Business Manager and will be a 'live' document. As a pupil(s) leaves, information held by Lambton Primary School, will be passed onto the next school. The School Business Manager will make every effort to ensure that any information from the previous school is received when a pupil joins Lambton Primary School.

Ratified by Governors 24.1.19

Next review Spring 2020