



Admissions Policy Great Leighs Primary School

September 2016

Review Date: September 2019

1 Introduction

- 1.1 Our governing body applies the regulations on admissions fairly and consistently to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions in September 2000. This was later revised by the Education Act of 2002. Our admissions policy conforms to these regulations and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and effective from September 2004.

2 Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds, faiths and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 A limitation we place on entry is the number of children in the school. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child can be accepted. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, if demand exceeds the places available.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have unless these cannot be met by the school or would adversely affect the education of other children in the school.

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

- 3.1 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.
- 3.2 The agreed criteria for admission to this local authority community primary school, in order of priority are:
1. looked after children and previously looked after children (as defined on page 14 of the Primary Education in Essex 2017/2018 booklet)
 2. children with a sibling attending the school
 3. children living in the priority admission area
 4. remaining applications

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

- 3.3 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. Applications should be made on a form which can be obtained from the local authority admissions department, and should be returned to the Local Authority by the date stipulated on that form. The Local Authority will notify parents and carers of the decision as soon as all the applications have been considered.
- 3.4 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 return the necessary application form to the Local Authority by 15th January 2015.
- 3.5 The school holds a waiting list and prospective parents are contacted should a place arise

4 Admission appeals

- 4.1 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 beyond our designated capacity or because the special needs of the child cannot reasonably be met within the school.
- 4.2 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. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

5 The standard number

- 5.1 The 'standard number' is the number of children the LA considers the school can accommodate in each intake. The standard number for our school is 30 children. We keep this number under review, and the governors will apply to change the number if circumstances change.

6 Infant class size

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

7 Monitoring and review

- 7.1 This policy will be monitored by the governing body, who will consider guidance provided by the Local Authority Admissions.
- 7.2 The policy will be reviewed annually by the governing body..