



# Admissions Policy

## Holmer Lake Primary School

### 2023 - 2024

<b>Policy- Document Status</b>			
Date of Policy Creation	Spring 2021 – reviewed every 1 years	Named Responsibility	Headteacher Harv Kumar
Date of Policy Adoption by Governing Body		Autumn 2023	
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Our Admissions for children who are of statutory school age are managed by the Local Authority Admissions Team and queries regarding availability of school places should be directed to them. The Local Authority Primary School Information booklet informs parents of how to apply for a place at our school. For further information we have a link on our website to direct you to the LA.

## **1. Introduction**

- 1.1** All children are entitled to start in a Reception class in the September after their 4<sup>th</sup> birthday. Children do not have to start school in September if it is felt they are not ready. Parents can request that their child defers starting school until January or April. It will, however, be necessary for parents to confirm their preferred start date in the Reception class in advance, when they receive their allocated school place from the Admissions Team.

However, the statutory school age, by which a child must start school, will remain as the beginning of the term after their 5<sup>th</sup> birthday. For some children this could mean that they do not reach the statutory age for starting school until the September after their 5<sup>th</sup> birthday. Parents should be aware that if they wish to delay a child's entry to school until the following September, they should contact the LA to request this formally.

A reception place cannot be held open for the whole school year. If a family decided not to take up an allocated reception place, they would have to reapply the following year.

Primary schools are only registered to admit children from the September after their 4<sup>th</sup> birthday.

- 1.2** Our Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998') The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days. This Code came into force on **19 December 2014**. It will apply to admission arrangements determined in 2015 for admission in school year 2016/17 and any future years. The Code applies to admissions to all maintained schools in England.

## **2. Aims**

- 2.1** We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible due to excess demand on 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.

### **3. How Parents 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 LA. The Admissions Authority for our school is therefore the LA which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.
- 3.2 The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference but this does not in itself guarantee a place at that particular school. From this year applications are made online [www.telford.gov.uk](http://www.telford.gov.uk). Information will be sent to parents during September/October of the year prior to the year of entry and applications need to be completed by the date stipulated – usually January of the following year. The LA will notify parents of places allocated in March.

### **4 Admission Appeals – for Entry During the Academic Year.**

- 4.1 If we do not offer a child a place at our 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.
- 4.2 If parents 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 February 2012.)

### **5 The Planned Admission Number**

- 5.1 The 'planned admission number' is the number of children the LA considers the school can accommodate. The planned admission

number for our school is 40. We keep this number under review and the Governors will apply to change the number if circumstances change. The maximum number of children in our school is 280.

## **6 Foundation and Key Stage One**

- 6.1 We teach Foundation Stage and Key Stage One children (aged five to seven) in classes that have a maximum number of 30 children.

## **7 Key Stage Two**

- 7.1 We teach Key Stage Two children (aged seven to eleven) in classes that have a maximum number of 36 children.

## **8. Monitoring and review**

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