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HEADTEACHER - Mr M. Gilbert  
BA (QTS)

### MISSION STATEMENT Believe and Achieve

We are committed to the protection and safety of our pupils and safeguarding is a priority

## ADMISSION POLICY

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### Arrangements for Admission to the Nursery

The Local Authority have allocated 26 nursery places at Abbey Primary School.

The school admits pupils to Nursery in September (and January if places are available.) A child will be admitted the term after their 3<sup>rd</sup> birthday.

**Arrangements for Admission to the Nursery: These have been amended as school places are becoming increasingly limited.**

#### Criteria for Admission

1. A child must have reached his/her third birthday by 1<sup>st</sup> September of that academic year.
2. Inclusion; children who have a statement of Special Educational Needs or who are in public care (i.e Looked After Children.) or have a medical/social need. The grounds to offer a place will be supported by educational/medical/social care practitioner. A letter/correspondence will be expected from the agency involved stating the need and the reason Abbey school is best for the pupil.
3. Children with siblings (older brothers/sisters) attending Abbey Primary School.
4. Date of birth on waiting list
5. Distance - (straight line) - home to school.

If the school has a waiting list for Nursery the Governors have agreed to remove placements for any child who does not have 85% attendance in a term, unless there are exceptional circumstances for the absence.

A waiting list for admission to Nursery will be on date of birth but will take the admission criteria into consideration.

Although Nursery pupils are not statutory school age holidays in term time are discouraged.

#### Arrangements for Admission to Reception to Year 6:

From Sept 2013 school admissions are returning to school to organise. Places will be allocated by the Head teacher.

The Head teacher has the right to decline a placement if the Head teacher believes the pupil will change the dynamics of the cohort/school. The Head teacher will contact the feeder school for information prior to allocation of a place being offered.

Admission to other classes will adhere to the principles set out previously by the Local Authority and adhere to the admission arrangements policy for community and voluntary controlled schools 2015-16 which states the following:

#### **"OVERSUBSCRIPTION CRITERIA FOR PRIMARY SCHOOLS**

*If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:*

- 1. Children in Public Care (looked after children) and previously looked after children. (see note 1)*
- 2. Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date. (see note 2)*
- 3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Director of Children's Services - Walsall Council)*
- 4. For applications to junior schools only. Attendance by the child at the relevant paired infant school, when the application is made.*
- 5. For applications to voluntary controlled Church of England primary schools only. Up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular and faithful worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship.*
- 6. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority."*

Parents will complete Admission Forms and a copy of the Birth Certificate **MUST** be produced before admission.

Reception, Key Stage 1 and 2 classes have admission numbers of 30. It is the Governors wish that no class should exceed 30 pupils - only in extreme circumstances and with the express approval of the Governing Body, having had due consideration for the education of the children in the class as a whole and always acting in the best interest of these children and their teacher.

Any parent whose child has been refused admission from Reception to Year 6 has the right of appeal to the Governing Body. A letter, in the first instance, should be sent to the Chair of Governors c/o Abbey Primary School.

#### **Reception:**

Admission authorities are required to provide for the admission of all children in the September following their 4<sup>th</sup> birthday.

The Reception Class have admission numbers of 30 places and will follow Local Authority guidelines. The Admission Booklets will go to parents as directed by the Local Authority and parents will nominate their preferred schools.

#### **Arrangements for Mid-Term Admissions:**

Mid-term admissions should be made directly to the school and will follow the admissions policy of the school.

#### **Waiting List Policy:**

Waiting lists will be kept for each cohort. Parents may enquire about their child's position on any Waiting List by contacting school.

#### **Review:**



INVESTORS IN PEOPLE



Living the Olympic  
and Paralympic Values

This policy will be reviewed annually

Signed: ..... (On behalf of staff)

Date: .....

Signed: .....(on behalf of governors)

Date: .....

