



# Merridale Primary School

## Admissions Policy

Policy reviewed by Governors: July 2024  
Date for next review: July 2025

### 1 Introduction

- 1.1 The governing body of Merridale Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2010. The policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the Appeals Code of Practice.

### 2 Aims and Objectives

- 2.1 We are an inclusive school that welcomes 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, the LA enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to excess demand on the school places available.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

### 3 How Parents can apply for their child to be admitted to our School

- 3.1 As our school is a local authority school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA. Parents can receive a copy of these regulations directly from the LA.

Wolverhampton Local Authority is the admitting authority for Merridale Primary School. The school follows the local authority policy on school admissions. All enquiries for a

place at the school, including in-year admissions, should be made by contacting the School Admissions team at:

**Wolverhampton Civic Centre**  
**St. Peter's Square**  
**Wolverhampton**  
**WV1 1RR**

Main Switchboard: 01902 556556

School Admissions: 01902 554224

For further information regarding School Admission please refer to following link.

<http://www.wolverhampton.gov.uk/admissions>

- 3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place at the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so in the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.
- 3.3 Once notified, the school contacts the applicant within 5 working days and arranges a meeting to admit the pupil.
- 3.4 If the school cannot contact by phone or home visit within 5 working days of the school admissions meeting is not attended, the school will inform the applicant in writing the application will be returned to the local authority within ten days of the school receiving the application.
- 3.5 Once parents have accepted the school place they are requested to attend a meeting with the Headteacher in order to complete the admission forms.
- 3.6 During this meeting, the Head Teacher will provide an overview of the school, including its values and policies.

#### **4 Admissions Appeals**

- 4.1 If a child is not offered a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of pupils in the school to increase by too many.
- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admission Appeals, which came into force in September 1999).

#### **5 The Standard Number**

- 5.1 The standard number is the number of children the school can accommodate. The standard number for our school is 30 per class (Reception to Year 6) – 210 children in total across 7 classes. We keep this number under review and the governors will apply to change the number if circumstances allow.

## **6 Nursery and Infant Class Sizes**

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. However, following the appeals procedure, there are circumstances where a limit of 30 is exceeded.
- 6.2 Admission to Nursery class (15 and 30 hour places) – please see Nursery Admissions Policy.

## **7 Review**

- 7.1 This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.