



Admissions Policy

Policy reviewed by Governors: December 2020

Date for next review: Autumn 2021

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 community 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.
- 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. (Appendix A)

- 3.5 Once parents have accepted the school place they are requested to attend a meeting with the Head Teacher 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. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 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.

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.



Part Time Admission to the Nursery Class at Merridale Primary School

We do not discriminate against any parent or child regarding admission to Nursery.

Parents wishing to send their child to our Nursery should visit school and complete a consideration form for their child, not before the child's second birthday. The consideration list will not operate places on a first come first served basis. The length of time that children are on the consideration list no way influences decisions about places.

This does not guarantee a place for their child, as places are dependent on availability at the point of registering, which occurs after the child has turned three years of age. The timing of registering is dependent on available spaces; this is most likely September.

If and when spaces are available, parents are sent an admissions pack by post. This is an offer of a Nursery place. In order to secure a place at Nursery, parents must return completed admission forms.

Children will be registered and morning, afternoon or 30 hours' places will be allocated. Parents are made aware that in order for their child to be eligible for a place in Nursery, minimum standards of behaviour and attendance are required. Low attendance and poor behaviour may result in a child losing their place in Nursery. Parents will be informed by letter if this is the case.

Please note that children placed in our Nursery are NOT guaranteed a place subsequently in the reception year.

Criteria for admission to the Nursery

The Nursery class at Merridale Primary School is a 40 place Nursery based on 2 sessions per day: 20 children in the morning and 20 children in the afternoon.

The Government funds children for 15 hours a week, we also offer a number of places (included in the 40 places) for pupils eligible for the 30 hours' childcare.

The school will offer children a place in the nursery once they have reached their third birthday subject to availability and according to the criteria in the following order of priority.

- 1 Children in the care of a local Authority (Looked After Children).
- 2 Children who have an elder sibling currently at Merridale Primary School in the September of the year of their admission.
- 3 The position of the children's home address in relation to the school.



- 4 In the case where two or more children rank equally under any of the above criteria and there are insufficient places, the deciding factor is the oldest child by date of birth.

Decisions on places

Decisions to offer a place will be based on the criteria and procedures laid out in this admission policy. Being offered a place does guarantee first preference with regards to session options.

Decisions will be final and there is no right of appeal.

Parents who accept a place will be expected to commit to taking up the place for the rest of the academic year.

Attendance and loss of Nursery place

Attendance needs to be regular and punctual due to the demand for Nursery places. Children not attending Nursery are taking up spaces that could be used by pupils on the consideration list.

If attendance and punctuality is poor or erratic the place may be offered to a parent on the consideration list.

If a child's attendance at Nursery falls below 85% in any one term or 12-week period, the space may be offered to a parent on the consideration list. This decision may be dependent on factors such as parent communication regarding absence and authorised absences.

Other than this, the absence procedures for Nursery are the same as for the other year groups in school.