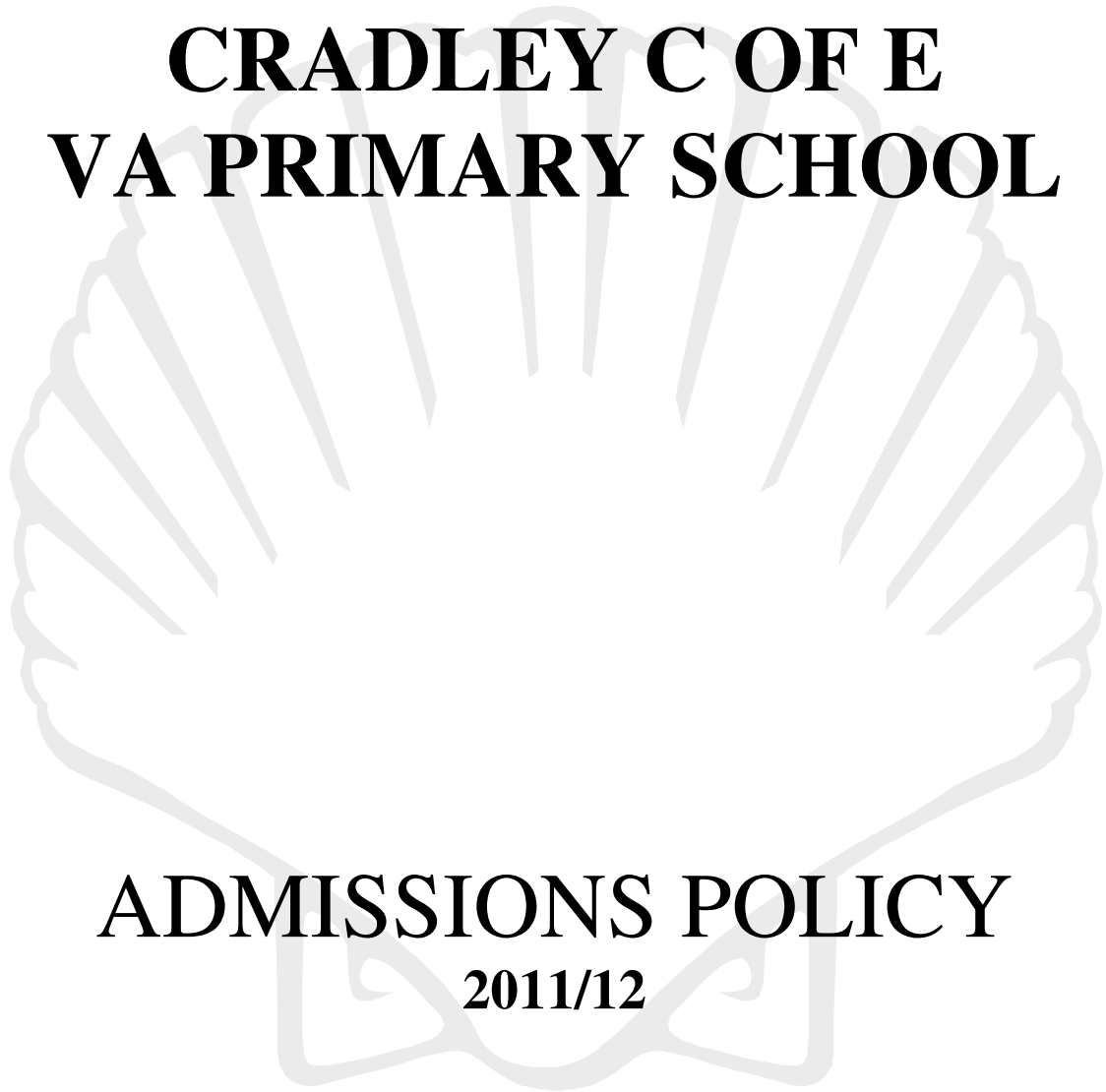


CRADLEY C OF E VA PRIMARY SCHOOL



ADMISSIONS POLICY 2011/12

Vision Statement: Enriching Lives

Policy written by: Mrs D B Hyett

<u>Dates</u>				
Written	April 2004			
Reviewed	May 2006	April 2007		
Amended	May 2006	April 2007		
Next Review	April 2007	April 2010		

CRADLEY C of E VA PRIMARY SCHOOL

ADMISSIONS POLICY AIMS AND OBJECTIVES

School admission arrangements should work for the benefit of all parents and children. The arrangements should be as simple as possible for parents to use, and help them to take the best decisions on the school for their children.

The arrangements enable parents' preferences for the schools of their choice to be met to the maximum extent possible.

Admission criteria are clear, fair and objective, for the benefit of all children including those with special needs or with disabilities.

Admission arrangements contribute to improving standards for all pupils.

Parents have easy access to helpful admissions information.

Local admission arrangements achieve full compliance with all relevant legislation and guidance – including on Key Stage 1 class sizes and on equal opportunities – and take full account of the guidance in this code.

Admissions to Cradley are under the control of the Local Authority. The criteria for allocating places are set out in the Herefordshire Council booklet Admissions and Transfers to Schools which is reviewed and published annually.

The agreed admission limit for Cradley Primary School is 20 children per year group.

Parents wishing to apply for a place do so on one of two forms. PA1 and PA2.

Form PA1 Admission of a Four Year Old to An Infant or Primary School

Form PA1 is used when a child first starts school. Forms are issued by and should be completed and returned to Herefordshire Council.

The agreed number of places in the reception year is 20 (Planned Admission Number). In allocating the places the Council will follow their published criteria – found in the Admissions and Transfers booklet. Parents should also refer to this document for relevant dates as to when applications should be made.

It is the agreed policy of the governors that all 4 year olds should be encouraged to take their place from the 1st September in the academic year in which they are 5. However, the governors acknowledge the rights of parents to take places at the beginning of the term in which the child is 5.

Prior to starting school there will be a parents' meeting, class visits and a home visit from the reception teacher. The Cradley Primary School Early Years Policy refers to the matter.

Form PA2 Admission/Transfer to a Primary School (Other than at Normal Age for Admission).

Parents may apply for a place at the school at other times during a child's education using form PA2 which are issued by and should be completed and returned to the school, which will note the application and forward it to the Council. The Council will deal with all applications and their published criteria will be used to make any decisions. The governors have agreed that:

1. If a place is available then a parent's right to choose a place at any maintained school will be honoured.
2. If a child wishes to transfer from another school, for reasons other than moving out of their catchment, the governors will do all they can to persuade the parents of the child to discuss their reasons for moving with the headteacher of their child's current school, before offering a place.
3. The governors have agreed that a year group has an admission limit of 20 children.

The school will not accept pupils on to a waiting list.

Parents who are refused a place for their child at Cradley Primary School have the right to appeal to an independent appeals committee of the governors. Full details would be provided by the Council as part of their normal admissions procedure.

More details may be found in Code of Practice School Admissions DfEE available from school.