



Admissions Policy

1 Introduction

- 1.1** The governing body of Burley Gate CE 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 2000. This 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 statutory 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, we 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 the 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** 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, are published each year by 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 in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on 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** In Burley Gate CE Primary School, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date stipulated.
- 3.4** At Burley Gate C E Primary School we consider the individual child and therefore allow children to attend school on a part time basis in the first two weeks if this is considered appropriate for the child. However it is our expectation that all children will be attending full time from the third week of term.

4 Admission appeals



- 4.1** If the LA do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers 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 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 Admissions Appeals, which came into force in September 1999.)

5 The standard number

- 5.1** The PAN (Pupil Admissions Number) is set by the LA. This means the number of pupils who can be admitted in any one, year group. Our PAN, as set by the LA for 2010/11 is 15. For other intakes the PAN was set at 20. We keep this number under review and the governors will apply to change the number if circumstances demand.

6 Class Size Restrictions in Key Stage 1

- 6.1** Key stage 1 is reception, year 1 and year 2 in First and Primary schools. All schools must follow class size legislation in Key Stage 1 (ages 4 to 7). Schools are not allowed to have more than 30 children to one qualified teacher in any Key Stage 1 class, including reception classes.
- 6.2** Exception to the new class size legislation is possible only in very limited circumstances, for example where a child is in receipt of a Statement of Special Educational Needs naming the school in question, or where a child has moved into an area during the school year and there is no other school within a reasonable distance from home. In either case the class may remain above the 30:1 limit only for the remainder of that school year.

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.

Signed:

Date: