



The Woodlands Community Primary School Admissions Policy

1 Introduction

- 1.1** The governing body of **The Woodlands Community 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** 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/dates for entry to each school, where the Admissions Authority is the LA, are published each year by the LA and all information is available on www.staffordshire.gov.uk/admissions. 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 on line application form. Expressing a preference does not, in itself, guarantee a place at that school. The LA notifies parents about the school place as soon as all the applications have been considered.

3.3 In this area, 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) and all pupils are admitted part time to begin with. 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 online application form on www.staffordshire.gov.uk/admissions.

3.4 Admission to year groups other than Reception.

Applications can be made directly to the school. In the first instance it is advised that parents visit the school.

4 Admission appeals

4.1 If the LA do not offer a child a place at this school (for entry into Reception) or the school do not offer a place (into any other year group other than Reception) , 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 planned admission number

5.1 The planned admission number(PAN) is the number of children the school can accommodate as agreed annually by the governors. The standard number for our school is **45**. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Infant class size

6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

7. Induction

7.1 Parents are able to visit the school before making their choice and we hold an open day for this each Autumn term

7.2 Parents are invited to an evening meeting in May once places have been offered. A series of meetings for pupils & parents are arranged in June & July.

8 Review

This policy will be reviewed annually by the Governing Body or as required by changes to legislation / LA Policy.