



## **Bolney CE Primary School**

# **ADMISSIONS POLICY FOR 2016/17**

### **1. Introduction**

The purpose of this policy is to provide information and guidelines to parents, staff, governors and other interested parties about the admission policy at Bolney CEP School.

The admissions policy for Bolney CEP School is common to all county and controlled schools in West Sussex. West Sussex Local Authority is the admissions authority.

### **2. Admissions Procedure**

Parents are contacted by the Local Authority in the academic year preceding the child's fifth birthday. Parents are invited to state their preferred school for their child, in 1, 2, 3 orders. The LA begin the process of informing the parents as to the availability of a place for their child in the autumn preceding the year of entry to school. The LA then notifies the parents during the spring term. Parents have a right to appeal.

Parents may make contact with the school at any time. They are sent an invitation to our Open Day in the autumn term to visit the school. This is an opportunity to see the school at work and to ask for further information.

If a family moves into the area with a child of school age the child may be accepted if there is a place in that year group and in the school. Parents have a right to appeal.

The standard PAN (pupil admission number) for each year group is 16 and the school standard number is between 90/110. The LA consults the headteacher regarding one or two possible admissions over this number.

Bolney CEP School will make every effort to accommodate children with disabilities.

### **3. Priorities for admissions**

If there are more applications for places than there are places available, then children will be admitted in accordance with an established set of priorities:

1. Children who need a place at the school on exceptional and compelling social, psychological or medical grounds OR children with a statement of special educational needs naming the school OR Children Looked After (children in public care);
2. Children who live in the catchment area with brothers or sisters already attending the school and who will still be there when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address);
3. Other children in the catchment area.
4. Children who live outside the catchment area with brothers or sisters already attending the school and who will still be there when the child starts (brothers or sisters may be half or step-siblings but must be living permanently at the same address);
5. Other children who live outside the catchment area.

In case of over-subscription in any of the above categories, priority of placement is given to applicants who live nearest the school (measured by a straight line from school to home, using Ordnance Survey address point data). Other children in order of distance of home from the school as the crow flies – the nearest first.

Parents wishing to appeal against decisions with regard to admissions should contact the Admissions Office, County Hall North, Horsham.

### **Admission to Reception**

Bolney CEP School policy for admission of children under five years of age is as follows:

From September 2011, the decision concerning whether children start on a full-time or part-time basis became that of the parents and not the Admission Authority. The statutory school age remains as the term following the child's fifth birthday, which is when the child must be receiving full-time education.

Parents still have the right to defer entry to the start of the spring or summer term, or start their child full time from the first day of the Autumn Term.

At Bolney, our practice is to invite the children on a part-time basis for the first two weeks, during which discussions between the parents and the Reception Class Teacher will take place to decide whether full-time or part-time entry will be the best for the child. Although as stated parents have the right to begin their child in full time education from the first day of the Autumn Term, and this is quite often encouraged.

Our Admissions Policy is reviewed annually.

### **Definitions**

Sibling – a full brother or sister permanently living in the same household and adoptive or foster brother or sister.

Parent – parent includes legal guardian.

Home address - the main address is normally taken to be the address to which Child Benefit is paid.

Reviewed on: November 16

Review date: July 17