

# Rakegate Primary School



## Admissions Policy

## **Introduction**

The governing body of Rakegate 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.

## **Aims and Objectives**

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. The school has an admission limit of 60 children part time in the Nursery and 60 children per Year Group. 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.

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.

## **How Parents/Carers can Apply for their Child to be Admitted to our School (Normal Year of Entry)**

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, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

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/Carers have a right to express a preference for the school of their choice and they should do so on the common application form. This is available from the CYP Department at the Civic Centre. Expressing a preference does not, in itself, guarantee a place at this school. The CYP Department notifies parents/carers about the school place as soon as the application has been considered.

In Wolverhampton, children enter school in the academic year they become five. There is one admission 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 end of December.

## **Nursery Admissions (2 year olds)**

Children can only be considered for places in the 2 year old provision if they meet either the criteria for 'Terrific for Twos' or 'Government funded child care'.

Children will be admitted to nursery from the list of applicants, in age order after their second birthday and as places are available. We offer 12 places.

Parent/carers wanting their child to join Nursery must fill in an application form available from the school office.

Children are entitled to 15 hours access per week, Monday – Friday 8.30 – 11.30am

Although Nursery is non-compulsory, failure to attend regularly could result in the child losing their place.

### **Nursery Admissions (3 year olds)**

Parent/carers wanting their child to join Nursery must fill in an application form available from the school office. Nursery has three admissions during the year, at the start of each school term. Children will be admitted the term after their 3<sup>rd</sup> birthday. Where possible, older children will be allocated morning Nursery places.

Children of Nursery age are entitled to 15 hours access per week. The school offers two sessions as follows:

Morning Nursery	8.30 – 11.30am
Afternoon Nursery	12.25 – 3.25pm

Children will be allocated a place in either the Morning or the Afternoon Nursery, Monday – Friday. We do not offer flexibility to take the 15 hours over more hours per day over fewer days during the week.

Although Nursery is non-compulsory, failure to attend regularly could result in the child losing their place.

Rakegate offers 30 hours free child care Nursery places for up to 10 children whose parents are eligible. These will be allocated on a first come first served basis. Children will then be put onto a waiting list until a 30 hours places becomes available.

### **Admission Appeals**

If, through the LA processes, we are not able to 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.

If parents/carers 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.)

### **In Year Admissions**

The LA also organises admissions for parents/carers wishing to admit children to the school during the school year. Parents/Carers can approach the school initially for a place at our school (a tour of the school can be provided at that time). It is then necessary for parents/carers to complete an application form that is obtainable only from the LA at the Civic Centre, Wolverhampton. The LA will then manage the admission process, contact our school and inform us of our ability to admit when the relevant checks have been made.

Parents/Carers and children are then invited to tour (if required) the school and arrange an appropriate starting date

**The Standard Number/Planned Admission Number**

The standard number is the number of children the school can accommodate. The standard number for our school is 420. The Planned Admission number is 60. We keep this number under review and the governors will apply to change the number if circumstances allow.

**Infant Class Size**

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

**Review**

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

**Approved:**

Signed: \_\_\_\_\_ Chair of Governors

Signed: \_\_\_\_\_ Headteacher