

# Pensby Primary School



## Admissions Policy

Mrs K Brown

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July 2013 / July 2014/July 2015/May 2016/July

2016

# Admissions Policy Statement

## *Statement of Principle*

Pensby Primary School follows the admission procedure as laid down by Wirral Local Authority. Admissions to the school are treated equally and based on the local authority's admissions policy.

## *Purpose*

Pensby Primary School treats every admission enquiry equally. Parents are fully informed at every stage of the process.

## *Aims*

1. To follow Wirral's admission procedure.
2. To treat all enquiries and applications for admissions equally.
3. To fully inform parents of the process and of their options.

## *Summary*

At Pensby Primary School the admissions procedure is fair and consistent. All applications are treated equally in accordance with LA policy. Communication between the school and parents is a vital part of the process

# Admission Policy

## Guidelines

### *Age of Admission*

There is a statutory requirement for children to be admitted to full time education on the attainment of their fifth birthday.

In accordance with Wirral Policy the school has one admission date to reception classes.

- the beginning of the Autumn Term

Children whose fifth birthday falls between 1st September and 31st August will be admitted at the commencement of the Autumn Term.

### *Introductory Period*

Arrangements will be made for children to attend school during the term prior to full-time admission. Several sessions are organised to help children become familiar with staff and the building.

Parents of 'young' four year old children may wish to discuss delayed entry with the Headteacher.

### *Admission Guidelines*

The school's admission policy is in line with that of Wirral LA . The school's planned admission limit is **30 per year group**. In the case of oversubscription, the school's priorities are in accordance with the Authority's published policy.

### *Admissions during the school year*

Within the approved limits children may be admitted to any year of the school at anytime in the school year.

In offering places at over-subscribed schools, the Authority decides priorities for admission.

### *Admission decisions*

All admissions to school (except for nursery - see separate policy) are made directly with the Local Authority. The school will guide families as to how and where to contact the Local Authority in all admission cases.

## ***Admission Appeals***

Parents wishing to appeal should refer their case to the Local Authority. Appeals should be made to Area Education Office, addressed to the Area Manager.

## ***School Procedure***

1. Enquiries regarding pupil admission are referred to Head/Deputy.
2. Meeting or visit is offered.
3. When the parents have made the decision to enrol their child a school admission form should be completed and submitted to the Local Authority.
4. Parents wishing to register their child for the reception class are fully advised of the procedures required by the LA concerning priorities/criteria. The school does not offer places.
5. The Local Authority and school will direct parents to the correct Preference Form and they are strongly advised to complete it by the stated date.
6. Parents are informed whether or not their child has secured a place by the Local Authority and in the case of F2 children by the published date given by the Local Authority. In the Summer term the basic details of the successful pupils are entered into the Pupil Database (SIMS.Net) as a Pre -Admissions Group.
7. Unsuccessful applicants may appeal to the Authority.
8. Parents of children take part in our 'Induction to School' programme:
  - pre-school visits in the term prior to commencement
  - meeting given by Headteacher to parents whose children commence schooling in the forthcoming academic year
9. A pupil's name may not be deleted from the attendance register unless they have also been deleted from the admission register.

To view Wirral's Primary Admissions Policy or gain more information on admissions use the link:

<https://www.wirral.gov.uk/schools-and-learning/school-admissions>