

Clearwell C of E Primary School Admissions Policy

Aims

- ❖ To give children and parents as much information about Clearwell C of E School and the education we provide as possible.
- ❖ To make each child's start a happy and successful one.
- ❖ To begin a partnership with parents that will be lasting.

1 Introduction

- 1.1 The governing body of Clearwell School applies the regulations on admissions fairly and equally to all those who wish to attend this school. We follow the guidance of the Gloucestershire County Council admission policy.

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.
- 2.5 We aim to give children and parents as much information about Clearwell School and the education we provide as possible.
We aim to make each child's start a happy and successful one.
To begin a partnership with parents that will be lasting.

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 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 school notifies parents about the school place as soon as all the applications have been considered.
- 3.3.1 In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (ie. at the start of the school year). Therefore, parents who would like their child to be

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admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date in January, which is appointed by the LA

3.4 Procedures

Parents are asked to ring to make an appointment to see the Headteacher in order to discuss their child's admission to the school, and to look round (with or without their child) prior to the child being admitted.

Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason.

Parents are asked to complete a personal information sheet for their child prior to admission.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school the school secretary requests records and Unique Pin Number from the previous school.

4 Admission appeals

- 4.1 If we 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 standard number is the number of children the school can accommodate. The standard number for our school is 10 per year group (70 total). We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Review

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