

Victoria Primary School

Policy on Admissions

Revised 2008 -2009

Our learning goal is to ignite our curiosity, motivate, challenge and inspire us so that:

Together we aim for the stars.

Policy on Admissions

Introduction

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend our school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

Aims and objectives

We are an inclusive school, welcoming children from all backgrounds and abilities.

All applications are treated on merit, and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have. How parents can apply for their child to be admitted to our school is set out below.

Our school is a community school, and it determines the admission arrangements in agreement with the local authority (LEA -The Vale of Glamorgan). The Admissions Authority for our school is therefore the LEA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LEA.

The LEA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The education department will notify parents of the decision as soon as all the applications have been considered.

In this area, Reception children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form as stipulated by the LEA. The LEA keeps the school fully updated on names for Admission.

Admission appeals

If we do not offer a child a place at our school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA but there is no appeal for nursery places. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at

our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

The standard number

The 'standard number' is the number of children the LEA considers the school can accommodate. The standard number for our school is 58. We keep this number under review, and the governors will apply to change the number if circumstances change.

Nursery

The nursery has places for 32 children in the morning and 32 children in the afternoon. Children are admitted to the Nursery in agreement with the local education authority and the decision on morning or afternoon session in agreement with the teacher in charge of the nursery unit. Children must have reached the age of three to qualify for admission.

Reception

Children who have attended a state Nursery (in accordance with the Vale regulations) are admitted to Reception in September of the school year in which they reach the age of five. This also applies to children transferring to other schools.

Children who have not attended a state Nursery are also admitted to schools in the September of the academic year they reach 5 years.

The LEA allows all children who reach the age of 5 years during the academic year to enter school on a full- time basis.

Parents whose children have, or who are likely to have Special Educational Needs are requested to discuss this with the Headteacher/Chair of Governors or the LEA prior to admission so that full consideration can be given to the application.

Sizes of classes for infants

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

Procedures for Admission

Parents seeking admission for their children to attend Victoria Primary School are welcome to visit the school and discuss the matter with the Headteacher. A School Prospectus is available on request or can be read on the school website www.victoriaprimary.co.uk

The LEA centrally controls admissions and forward admission packs by parental request. This applies to Nursery and Reception admissions as well.

Parents are made aware that attendance at our Nursery does not guarantee that a child may transfer to the Reception of the school if the child is resident outside our recognised catchment area.

All parents must submit a written application to the LEA for reception places.

Parents are informed of the importance of regular attendance.

A drop in morning is held each term for parents wishing to view our nursery or reception classes and senior staff is available to answer any questions.

New nursery parents and their children are offered an appointment to visit prior to starting in the nursery, when the children can interact with current nursery children and parents have a discussion with staff regarding pre-school development and any concerns or queries before entry to the nursery class.

New reception children have an opportunity to visit their new classes in the summer term and spend time with other new children and meet their teachers. A drop in evening is held for parents to meet senior management, class teachers, learning support staff, midday supervisors and cooks. All personnel will take questions and clarify any queries.

Parents receive a prospectus and Reception information booklet for themselves and a fun activity pack for each child.

Parents are presented with a data collection admission pack to complete and return when their child starts school.

Nursery and Reception have a staggered intake. The children are given an appointed time.

We aim to ensure that every child admitted to Victoria Primary School makes a smooth transition from home to school, to feel happy and secure in our environment. We involve parents fully in the admission process to ensure our Parents in Partnership approach commences from the beginning of their child's education.

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed every year and will reflect the local education authority's admissions policy.

Signed:

Headteacher

Chair of Governors

Date: