

**Snettisham Primary School**  
*Learning Together, Succeeding  
Together*

## Admissions Policy 2019-20

The intake level is 20 per year group

### **Aims**

We aim to:

- provide a flexible introduction to school, through staggered admission and half day attendance
- make the transition from home/playgroup to school a smooth, happy experience, where children feel confident and secure
- enable staff to plan for the smooth running of the whole class throughout the year.

### **Organisation**

- Children born between 1<sup>st</sup> September and the 31<sup>st</sup> August may start school at the beginning of the Autumn Term before their fifth birthday. They will attend full time
- All reception children can stay for lunch.

### **Structure for pre-school liaison and the reception of new children**

- reception teacher visits pre-school/nursery throughout the year
- children visit school for sessions in the Summer Term
- parents are invited to a meeting in the school in July, when information about the Foundation Stage Curriculum and general advice on helping children prepare for, start and settle into school is provided.
- children at Playgroup are invited to visit the school.
- the 'Foundation Stage Profile' assesses the children's' progress to the end of Year R

### **General Admissions**

- Parents wishing to make an initial enquiry concerning the admission of a child to the school should firstly contact the Headteacher, who will arrange a meeting where the school can be viewed and the brochure discussed.
- Applications for the admission of children who require special facilities will be considered on an individual basis. Some parts of the school are not accessible to children in wheelchairs.

### **Admission criteria in the event of over subscription**

In the event of over-subscription preference will be given to children living nearer to the school according to the following criteria, in order of priority.

1. Children with a statement of Special Educational Needs naming the school
2. Children in public care who live in the area served by the school
3. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission
4. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission

In the event of over-subscription, children with special educational needs will not be refused admission or given lower priority than other applicants.

**Relationship to other policies** This policy should be read in conjunction with the policies on equality, SEN and the curriculum, and should be reviewed annually.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- the school is represented on the LA admission forum
- where places are available, pupils are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The **governing body** will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and made

available to parents/carers and potential parents

- an admissions' register is kept up to date

- an appeal panel is in place to hear parent appeals against non-admission

- the net capacity formula is reviewed annually and proposed variations communicated to the local authority (or statutory body in the case of foundation schools).

**Arrangements for monitoring and evaluation** The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from parents/carers.

### **Review**

The policy will be reviewed every year by staff and governors.

*Date agreed by Full Governing Body:  
Autumn 17 Reviewed Autumn 19*