

# **FEDERATION OF MARY HOWARD AND ST. ANDREW'S PRIMARY SCHOOL**

## **Admissions Policy**

**October 2014**

This policy has been written to provide guidelines for parents, staff and governors on the admittance of children to the school.

The local Education Authority have responsibility for the admission procedures for intake into the September reception class. All other admissions are at the discretion of the Headteacher. The school operates an admissions process which ensures there is due regard to equal opportunities, gender and diversity as well as inclusion.

### **Admission Procedure for entry into the start of Early Years**

The school has one admission a year. Children are admitted to school in the September after they are four.

The standard admittance number in each school year is 9. This is reviewed annually by the full Governing Body.

Priority will be given to children who have Special Educational Needs or Disabilities, live within the catchment area and those children who have siblings at the school. If places are available, children from other areas will be admitted to the school.

If the class size in Key Stage 1 exceeds 30 the school may be unable to admit children even if they are in the catchment area.

Parents who live within the catchment area should register their child(ren) with the Local Authority before they start school in order to secure a place, as unfilled places will be offered to children out of the catchment area.

### **Admission Procedures for other than the start of Early Years**

As above priority will be given to children who have Special Educational Needs or Disabilities, live within the catchment area and those children who have siblings at the school.

If places are available, children from other areas will be admitted to the school.

In order to apply for a place in the school please complete our admissions form which is available online or at the school office.

### **Appeals**

Any child who is refused a place at the school has a right to appeal to the LEA.