

# **Little Leigh Primary School**



## **Admissions Policy**

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### **Mission**

We aim to provide a nurturing environment, where we belong and are confident and accepted.

*Together we care, together we learn and together we grow'*

### **Rationale**

At Little Leigh Primary School we provide a fully inclusive education to all children whose parents have chosen to send their children to our school. We value all people, regardless of age, physical or academic ability, gender, race, background, culture or religion and we believe in equality of opportunity for all members of the school community.

Being a community school, Little Leigh Primary School is bound by Cheshire West and Chester's admission policy which can be found at:

<http://www.cheshirewestandchester.gov.uk/residents/educationandlearning/schooladmissions/informationbooklets.aspx>

### **Aims**

We see to ensure that:

- We fulfil our statutory obligations
- We abide by Cheshire West and Chester's policies and procedures
- An efficient admissions process is in place to support effective school management, parent choice and pupil induction

### **General Guidelines**

It is the policy of the school's governing body that its procedures for admitting pupils are in accordance with the policies of Cheshire West and Cheshire Council, current Law and good practice.

Admissions to the school will be made by the Governing Body. All preferences listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

1. Looked After Children and previously Looked After Children
2. Children who have a sibling in the school at the time of admission
3. Children resident in the CWaC boundaries of the school
4. Children resident in other areas out of boundaries.
5. Other children.

#### **1. Admission Numbers**

The school's pupil admission number into Reception (PAN) is 24; this arrangement follows consultation between the governing body and the Local Authority. However, owing to an increase in demand for places the Local Authority will allow the school to admit over PAN to a maximum of 30. The governing body will not place any

restrictions on admissions unless the number of children for whom admission is sought in any year group exceeds this number. By law, no infant class may contain more than thirty children.

## **2. Age of admission**

Children reach compulsory school age at the beginning of the term following their 5<sup>th</sup> birthday. Under Cheshire West and Chester Council's policy, children may start school in September following their 4<sup>th</sup> birthday. Parents have the option to defer their child's entry until the start of the spring term the following year.

## **3. The application Process**

The applications for admission to Reception class have to be made to Chester West and Chester by January 18<sup>th</sup> 2018. Parents are asked to complete an admissions form and send it Cheshire West and Chester Council who deal with admissions centrally. Parents are asked to choose first, second and third choice schools and it is made clear that out of zone applicants may not automatically get a place. Parents are notified of their allocated school place in April.

## **4. Induction to Reception**

Children who have secured a place at the school for September are invited to a number of 'New Starter' sessions which are held weekly during the preceding summer half term of the year, while their parents are invited to attend an information evening with the Reception teacher, Headteacher and senior leaders. Parents and their children are also invited into school for 'bring a parent to lunch' session during the preceding half term. The children are also visited in their pre - school or nursery settings where possible to allow the teacher to begin to build a relationship with the children before starting school.

The children will begin the Reception class in two groups and on a phased induction during the first week as follows:

Tuesday 4<sup>th</sup> September – Group 1 8.45am – 11.45am Group 2 1.30pm – 2.45pm

Wednesday 5<sup>th</sup> September – Group 2 8.45am – 11.45am Group 1 1.30pm – 2.45pm

Thursday 6<sup>th</sup> September – All children 8.45am – 1.30pm (including lunch)

Friday 7<sup>th</sup> September – All children 8.45am – 3pm (Full time)

Our admissions policy is in line with the application process which is documented in the 'Starting School in Cheshire' booklet available from Cheshire West and Chester Council.

To apply for a place online for a reception child please visit:

[www.cheshirewestandchester.gov.uk/admissions](http://www.cheshirewestandchester.gov.uk/admissions)

## **In Year Transfers**

For In-Year transfers please contact the school office who will deal with your enquiry or complete the on line application available from the school website or

[www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

All applications for an in year transfer will be dealt with within 5 working days from

date of receipt into the office. Parents will be contacted to advise if a place is available within the relevant year group or not. If a place is available, a proposed starting date will be offered and parents will be asked to confirm that this date is acceptable.

If school is unable to offer a place, parents will be informed and given the reason for the refusal. Parents have the right to appeal. You cannot appeal unless you have made an application for a school place and have been notified in writing of the reason why your child could not be admitted into the relevant year group. A separate appeal form must be completed for each child and submitted to Cheshire West and Chester School Admissions. CWaC Admissions team will review the application/appeal and then advise the parents and the school whether or not the child can be admitted. If the appeal is successful, the school will confirm a start date with the parents and send details of the admittance to CWaC via the SAM system.

Further guidance can be found on [www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk) School Admissions – In Year Transfer – Appeals Guidance.