

## BURTON MANOR PRIMARY SCHOOL

### ADMISSIONS POLICY

**Approved:** Spring 2018

**Review:** Spring 2019



#### **Allocation of School Places – Ducklings (2 Year olds) and Nursery**

- Admission is made by applying directly to the school for a place by putting your child's name down on a list before they are eligible or by asking about availability at the school office
- Places are allocated in the order of catchment, siblings, medical/hardship and closeness to catchment.
- When they are 2 years of age (Ducklings) and 3 years old (Nursery) then you will be written to offering a place for you to confirm acceptance in the term after their birthday making them eligible.
- If the provision is full then requests for a place will act as a waiting list and when a place becomes available then the place will be offered to next person on the list.

#### **Allocation of School Places - Reception**

Burton Manor Primary school is a community controlled school so the Local Authority is the admitting authority and responsible for a number of aspects.

- Co-ordinate admission arrangements and make final offer of a school place on nationally determined date
- Publish composite prospectus
- Draw up and operate a fair access protocol including issuing direction where necessary
- Arranging any appeals against decisions made

#### **In-Year Admissions – Reception to Y6**

Formal applications have to be filled in for a transfer of a child to take place. The formal application will be considered if you have followed Staffordshire County Council information and have ensured that you have taken any relevant action before completing the form. Such actions are:

- Discussed dissatisfaction concerns by an appointment with the Head teacher at their current school as it may not be in your child's best interests to change school.
- Behaviour issues can be thought to be improved through a change of school. It is more important that everyone has tried to work together in addressing and resolving the difficulties that are causing the poor behaviour.
- Ensure that you have talked to the relevant teachers/leaders about unresolved issues.

- Your child's present school has been informed that your child is being bullied and that time has been given to confront the problem using their anti-bullying policy. This is because moving school could help in the short term but in the long run it might not help your child.
- If relevant you have spoken to the Special Needs (SENCO) at the present school.
- Contacted EWO for advice and checked if your child has a pastoral support plan.
- Parents must discuss the possible transfer of the child to the same age group in another local school (for reasons other than moving to an address outside the normal area) with the Head teacher of the child's current school.
- Parents have visited the preferred school or have had initial discussions with the Head teacher regarding the reasons for choosing the school to ensure that the school can meet their child's needs.
- Considered carefully how the child will travel to the new school as the parents have the responsibility for getting their child to school.

### **Free School Meals**

If you are claiming free school meals for your child and your application is successful then you will need to notify the free school meals service of your change in circumstances. Further information can be found at <http://www.staffordshire.gov.uk/freeschoolmeals> or by telephoning **01785 854990**

### **How to Appeal**

If it is not possible to agree to your request for a school place, you have the right to appeal to an Independent Appeals Panel. Information on the independent appeals process will be provided (if necessary) when you receive the outcome of your application.

### **Other Information**

Staffordshire County Council's website with useful information is [www.staffordshire.gov.uk/admissions](http://www.staffordshire.gov.uk/admissions) such as oversubscription criteria. Further information can be gained by contacting school admissions by telephone on **01785 278593** or email [admissions@staffordshire.gov.uk](mailto:admissions@staffordshire.gov.uk)