

**PERRYFIELDS INFANT SCHOOL
ADMISSIONS POLICY FROM SEPTEMBER 2019-20**



Helping each other to learn and grow

Children are entitled to a place in school at the beginning of the academic year in which they will be 5 years old. The local authority has adopted a general policy whereby children can be admitted at the start of the year during which they become 5 if their parents so wish.

Admissions procedure

Each school has a published admission number (PAN) in the Primary Education Booklet. Priority for admission to the school up to the number intended to admit are on the following criteria.

In the event of oversubscription places will be allocated using the following criteria in the order given:

- Looked After Children*;
- Children with a sibling attending the school or Perryfields Junior school;
- Children living in the priority admissions area;
- Remaining applications.

*A 'looked after child' or a child who was previously looked after but immediately after being looked after, became subject to an adoption, residence or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989)

Siblings

Siblings are defined as children with a brother or sister, step brother/sister, adopted brother/sister in the same family unit living at the same address.

Over-Subscription

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority. Exceptional medical circumstances (supported by medical evidence) may override the above.

Application for places

A common application form is sent to all parents of Essex eligible children in the October of the school year prior to their entry. The form must be completed and returned to the local authority by the stated date. Places are offered to parents by the beginning of April.

Appeal mechanism

Parents will appreciate that if a school is over-subscribed it will not always be possible to be offered a place in their first choice school. Where parents are unsuccessful in securing a place at their preferred school they have the right to appeal. Parents must notify the area pupil services team in writing of their wish to appeal against their child's non-admission within 21 days of being informed in writing that a place is not available. Arrangements will then be made for the appeal to be considered and the parents informed accordingly.

ADMISSION PROCEDURES

All Children with birthdays from the 1st September to the 31st August are able to commence full-time education in September. Prior to this term the children will receive a home visit by their teacher and LSA and are also invited to a number of taster sessions in school. This gives them the opportunity to meet their teacher, visit the classroom and provide an introduction to school activities.

Meetings are held for parents of new children to explain procedures, organisation and to discuss curriculum matters in the previous term.

It is necessary for school staff to see the child's birth certificate to authenticate date of birth and surname for the school records and proof of address.

REMOVAL OF THE CATCHMENT AREA GUARANTEE

From 1st September 1999 any child moving into the catchment area after the admission date will not be guaranteed a place in school. A place will be granted if the admission limit of 60 for the year has not been reached.

REVIEW

This policy will be reviewed according to the policy review timetable taking into account national and school based initiatives.

Signed

Dated