

## **Toll Bar Primary School**

### **Admissions Policy**

#### **1 Rationale**

- 1.1 The governing body of Toll Bar Primary School applies the regulations on admissions fairly and equally to all. This policy conforms to national and DMBC regulations on admissions. Our standard number is 23.

#### **2 Aims and objectives**

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available in each year group.
- 2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

#### **3 How parents can apply for their child to be admitted to our school**

- 3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LEA. The LEA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LEA, are published each year by the LEA. Parents can receive a copy of these regulations directly from the LEA.
- 3.2 The LEA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LEA and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered.
- 3.3 For entry into the nursery a child's name is entered in the Nursery admissions book prior to the starting date. Children from outside the catchment area must apply to DMBC. Children start in the nursery at the beginning of the school year in which they are four. The nursery staff will invite children and parents to visit the nursery in the summer term prior to their September entry. At this visit an appointment will be made for a home visit. Home visits are made in September when medical information will be recorded and birth certificates checked. Entry

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will be staggered over a few weeks to ease children into school. Parents are encouraged to spend times with their children to help them settle into school.

- 3.4 Parents must approach the LEA, not the school, if they wish a child to start in the Nursery in the summer term of the school year in which they are three. Government funding is only available for early entry if there are at least five spare places. Home visits will take place at the end of the Spring term or the beginning of the Summer term.
- 3.5 Children in the Nursery class, other than early starters, must apply to transfer into the Reception Class at the beginning of the school year in which they are five.
- 3.6 Parents of other children transferring to Toll Bar School must complete an admissions form and produce the child's birth certificate. Details must be given of the previous school. The LEA will be contacted by telephone if an immediate entry is required. A maximum number of thirty only is allowed in Key Stage 1 class. If admissions is agreed with the LEA the previous school will be contacted by the secretary for up to date information and for the UPN.
- 3.7 Children with Statements of Special Needs must not be admitted until consultation with the LEA about support costs.
- 3.8 DMBC is notified of monthly of starters and leavers.

## **4 Admission appeals**

- 4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.
- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

## **5 The standard number**

- 5.1 The standard number is the number of children the school can accommodate. The standard number for our school is 23. We keep this number under review and the governors will apply to change the number if circumstances allow.

## **6 Infant class size**

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

**7 Review**

- 7.1** This policy will be reviewed annually in line with the annual revision of the DMBC Admissions Policy . (attached)