



Whitgreave Primary School **Admissions Policy**

Introduction

The Governing Board of Whitgreave Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2010. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the Appeals Code of Practice.

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

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.

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.

How parents can apply for their child to be admitted to our School

As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place at 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 LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

Once school has been notified by the LA, the school contacts the applicant and arranges a visit to the school, in order to admit the pupil.

If the school cannot contact the applicant by phone or home visit within 5 working days or the school visit is not attended, the school will inform the applicant that the application will be returned to the Local Authority.

Once parents have accepted the school place, they are requested to attend a meeting in school in order to complete the relevant forms.

Only a parent or person with parental responsibility can admit a child. The Local Authority does not undertake evidence checks for parental status. Consequently, the school requires evidence of parental responsibility in order to admit a child. School admission forms must be completed fully to the school's satisfaction. Incomplete or incorrect forms are rejected.

If there is a change in pupil details, only a parent or person with parental responsibility can change or update admission details. Where the update is a new parent or carer, the school will require evidence of the new carer's status. The school will not remove details of a parent or carer unless there is legal evidence.

In Wolverhampton, children enter school in the academic year they become five.

Reception Admissions

The admissions arrangements outlined in this section apply to children starting Reception for the first time. The Local Authority will co-ordinate Admissions on behalf of Whitgreave Primary School and will follow Wolverhampton City Councils co-ordinated primary admissions scheme available from www.wolverhampton.gov.uk/admissions.

All applicants must complete the Common Application Form available from and return it to their home Local Authority.

In-year Admissions

The admissions arrangements outlined in this section apply to in-year admissions to Wolverhampton City Council, this and subsequent academic years.

An in-year admission is any entry to school other than at the normal point in Reception, for example, transferring school due to a move of house or personal reasons. Requests for places in Reception after the normal round of admissions or request for places in other Year Groups should be made directly to Wolverhampton City Council.

With the exception of a child with an Education, Health and Care Plan (EHCP), all applications must be considered under the City of Wolverhampton Council's admission schemes.

Applications should be made via Wolverhampton City Council at www.wolverhampton.gov.uk/admissions following Wolverhampton City Councils local co-ordinated in-year admissions. All applicants must complete the In-Year Transfer Form, available from www.wolverhampton.gov.uk/admissions

Admission Criteria

Whitgreave Primary School will follow Wolverhampton City Council's Admission Criteria, which can be found at <https://www.wolverhampton.gov.uk/education-and-schools/determined-admission-arrangements>

Admissions Appeals

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 pupils in the school to increase by too many.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. 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.

In the event that an applicant is denied a place at the school, the parent/carer will have the right to appeal to an Independent Appeal Panel. Information relating to this can be found at www.wolverhampton.gov.uk/admissions

The Standard Number

The standard number is the number of children the school can accommodate within each year group. The standard number for our school is 60. We keep this number under review and the governors will apply to change the number if circumstances allow.

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Mrs S Redfern
Head Teacher