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School Admission Policy (Sept 27 intake)

THIS POLICY WAS CONSULTED ON FROM 3/9/2025 to 3/11/2025

First Admissions

1. Registration for First Admissions

1.1 All parents are requested to register pupils as soon as possible after the age of 2 as this will assist the School in making future plans. Registration does not imply that a position will be available when the child reaches school admission age.

1.2 The final date for parents to register their interest in the place for their child is the December preceding the September admission. Parents must complete an application form provided by Children's Services and return it to them by the given date.

2. Timings and Procedures relating to First Admissions

2.1 Parents will be asked to confirm their wish for a place for their child in Reception in the autumn term by returning the form to the local authority or applying online

2.2 Parents will be informed via the local authority if a place is available at the school in the April/May preceding the September of admission in line with county procedures.

2.3 Where applications for first admissions exceed the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit.

a. Children in public care (LAC).

b. Children with a statement of special educational needs or EHCP naming the school.

c. Where the child has a sibling currently attending Toftwood Infant School or Toftwood Junior School as a pupil and will be attending at the date of the intended admission. (See appendix A for definition of a sibling)

d. **Other children:**
If all of the children within any of the above rules cannot be offered a place, the highest priority will be given to those living, at the date of application or confirmation, nearer to the school measured in a straight line distance from the school being given priority. (See Appendix A for definition of a child's home address for children with parents with shared responsibility, living with each for part of the week).

2.4 In cases of first admission, the child's residence is that at the date of the school's request for confirmation of places required.

2.5 Children will start school during the first week of the autumn term.

2.6 All children will start Reception full time.

2.7 Although it is more beneficial for the child's social and educational development to start school in the September, parents have the right to defer their admission **into Reception** until later in the school year. However, a parent is only able to defer until the beginning of the term after the child's fifth birthday. The Governors have decided that children would be admitted into the chronological year group for their age.

Admissions to Other Year Groups and Reception Admissions after September

3. Admission to Years One and Two

3.1 The maximum number of pupils admitted for each of the Year Groups 1 and 2 commencing in September of each School Year will be 90.

Applications for Year Groups 1 and 2 and for any pupil requiring admission after commencement of the School Year should be made as soon as possible to the admissions department at County Hall. All in year admissions are dealt with centrally due to Government legislation.

4. Other Information Regarding Admissions

4.1 Fully completed Admission Forms are required for each child entering the School. The information on the forms is essential to the interest of each child's welfare at all times, particularly in the case of emergency.

4.2 A copy of the child's birth certificate must be seen by the Head or Secretary and accounted for on the admission form.

4.3 In the event of non-admission, application can be made to an Independent Appeals Panel. Further information is available from the school and will be supplied to parents on request in the event of a child being refused admission.

4.4 Infant Class size legislation limits any class in our school in Reception, Year One or Year Two to 30 children.

4.5 The Governors' policy is to have single age classes, which equates to 3 classes of 30 per year group.

Appendix A

- **Definition of a Sibling.** Brothers/sisters living at the same address including step-brothers/sisters, half brothers/sisters and children in foster care within a family unit.
- **Definition of a child's home address for children with parents with shared responsibility, living with each for part of the week.** The home address for a child whose circumstances are described above will be considered to be the address that the child lives at for the majority of the week, including weekends. Evidence to support this may be required and will include the prime contact address held by the school and the address for the parent in receipt of child benefit.

We believe children should be placed in the year group for their chronological age with their needs met with effective differentiation and support but in line with the requirements of paragraph 2.17 to 2.17B of the School Admissions Code we will consider all requests to place children outside of their normal age group including summer born and premature children. Consideration of a request does not imply the request will be granted and the school reserves the right to refuse such a request. The final decision lies with the Governing Body.

Review

Reviewed following consultation from September 2025

Approved 3/11/2025