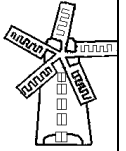


## Admission Policy



# St. Peter and St. Paul C.E. Primary School, Burgh-le-Marsh.

## Admission Policy

### 1 Admission Policy

This policy defines the procedure used for the admission of pupils into:

- Reception class / Foundation Stage first admission
- To other year groups throughout the year

As a voluntary controlled school we follow the County Council Admission Policy. Parents / Carers are encouraged to refer to the "Going to School in Lincolnshire"(GTSIL) book produced by the Local Authority, visit the website [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or contact school admissions on 01522 782030.

### 2 Admission to Reception Class / Foundation Stage first admission

At St Peter & St Paul CE Primary School children start school in Reception class in September of the academic year in which they are five. If a Parent / Carer requests that their child should start school later, then each request will be considered on an individual basis in consultation with the Local Authority.

The closing date for applications for September entry to Reception Class is as published in the "Going to School in Lincolnshire" book produced by the Local Authority. The Pupil Admission Number (PAN) for the school is 30. If this number is exceeded, then the places are allocated based upon the oversubscription criteria and Parents / Carers are informed of their right of appeal.

### 3 Admissions to other year groups at any time of year

From September 2010 the Local Authority now handles all school admissions. A mid year application form must be completed and is available to download from [www.lincolnshire.gov.uk/schooladmissions](http://www.lincolnshire.gov.uk/schooladmissions) or phone 01522 782030 who will then process the application following the LA policy.

Subject to availability of space in the relevant year group, children over the age of 5 can be admitted at anytime by the LA throughout the school year. If demand exceeds places available the following oversubscription criteria will apply and Parents / Carers are informed of their right of appeal.

### 4 Oversubscription criteria

If there are more children seeking admission than available places in Reception class or at any other time, the following over subscription criteria will be used to allocate places:

- In accordance with the Code of Practice for Special Educational Needs, the allocation of school places for pupils with a statement of special educational needs will take place before the school allocates other places as part of the usual admissions policy.
- Any child "looked after" by the Local Authority.

## **Admission Policy**

- iii). If there is a sibling who will still be attending the school when the child is due to start.
- iv). Regular worshippers (defined as at least once a month) at:
  - St Peter & St Paul or the local Parish Church
  - At another Christian Church
  - At a place of worship of another faithThis will be confirmed by a signed letter from an officiating minister at the place of worship.
- v). The school is the nearest one to the home address.
- vi). The distance from the home to the school, priority will be given to the child living closest to the school.

### **5 Right of Appeal**

If you are not offered a place, you have the right to appeal to an Independent Appeal Panel. The school will provide you with the appropriate information for the appeal. The appeal will be heard by an independent panel and the decision of the panel will be binding on the school and the Parents / Carers. The school's net capacity is 210.

This policy is reviewed annually and was approved at a meeting of governors held on:

**Signed:**

**Chair of Governors**

**Date:**