



THURLASTON CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

ADMISSIONS OTHER THAN AT THE NORMAL TIME

Thurlaston CE Primary School is a Voluntary Aided School, supported by both the LA and Diocese of Leicester. The Governing Body is the admission authority, and welcome applications for places from all families.

Principles of the policy

The principles underpinning this policy are that the school wishes to ensure that the education of the children that are already in school is not adversely affected by new pupils being admitted to the school making the class sizes too large. Given our planned admission number of 16 at first time admissions the governors wish all classes to remain below 32 and KS1 classes to remain below the legal limit for them of 30. The governors would like children from within the village to have a place at their local school and the policy is written to give them a priority but not a right to a place.

Criteria for Admission.

The following criteria will be applied in order.

- 1) Admissions to Year R will follow the normal admissions procedure. Parents who apply after the deadline but before the start date will need to use the appeals procedure if the year group is oversubscribed. If they apply after the autumn term start date the procedure steps 2 to 5 will be applied.
- 2) Children who move into the catchment area after the normal start date for compulsory schooling will be accepted for a place at the school into the relevant year group provided that when the year group is combined with the year group below it is not greater than 32 and when the year group is combined with the year group above it is not greater than 32. This is subject to the application happening within 2 school weeks of moving house and requires proof of residency.
- 3) Children who were in the catchment area at the time of first application for first time admissions and chose another school, or who do not chose to apply within 2 weeks of moving into the village, will not be considered for a place unless the year group is below our Planned Admission Number of 16 **AND** when the year group is combined with the year group below it is not greater than 32 **AND** when the year group is combined with the year group above it is not greater than 32.
- 4) Children who live out of the catchment area will be accepted if the year group is below our Planned Admission Number of 16 **AND** when the year group is combined with the year group below it is not greater than 32 **AND** when the year group is combined with the year group above it is not greater than 32.
- 5) If more than one child requests a place at the same time the criteria above will be applied in order to judge who should be allocated a place. If more than one child is in the same criteria from this policy then the criteria used for first time admissions will be applied to judge who should be allocated a place.

Legal requirements mean that admission applications must be co-ordinated by the Local Authority. The LA admissions form must be completed and sent to them. They will inform the school of a request. The headteacher will contact the admissions panel of the governing body with details of applications which will need to be sent to the school on the school admission form. The panel will allocate places. Following a decision, the LA will contact applicants with the outcome.

The school will not operate a waiting list.

Appeals against refusal of admission are to be submitted to the Diocesan Director of Education within 20 days of the notification in writing.

Signed: _____ Date: _____