



AMINGTON HEATH
PRIMARY & NURSERY

Admissions Policy

Introduction

At Amington Heath Primary School we welcome any interest shown by the parents of prospective new pupils and will, where possible, co-operate fully to accommodate the wish of families in placing their child(ren) at the school. We understand that for some parents choosing school places can be a difficult decision, so aim through the procedures outlined in this policy to do all we can to make the process simple.

As a maintained school, we adhere to the Staffordshire County Council policy and process for admissions, further details of which can be found on the Staffordshire website:

<https://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissions.aspx>

Initial interest

Parents who are considering sending their children to the school are asked to contact the school office to arrange a visit. A school interest form is completed and kept on file for any prospective pupil, completed either by the parent on visiting the school or by staff via telephone contact. This enables the school to forward details of the county application process to parents at the appropriate time. It is made clear to parents that completion of this form does not ensure a place at Amington Heath. A copy of the school prospectus is also made available, which includes an explanation of the admission process, as well as outlining key aspects of school life and our ethos.

Applications

The local authority processes centrally all school admissions applications for Reception places, encouraging on-line applications, which can be made through the above website.

Although our Nursery classes are fully included in school life, for admissions purposes it is considered a separate entity from the rest of the school. Therefore, the admission procedure will apply to all pupils seeking to enter our Reception class regardless of whether they have a place in Amington Heath's Nursery class.

Applications for nursery places are made through the school office.

Admissions Arrangements

As the admissions process is coordinated by the local authority, we adhere to the relevant **Determined Admission Arrangements for Community and Voluntary Controlled Schools** for the academic year of entry. This includes criteria by which oversubscription will be managed. The current [document](#) can be found at the above website.

Admissions other than at the normal time of entry, i.e. in-year applications or applications for classes other than Reception, are managed by the school following the admissions criteria in the above document.

Children can be admitted to nursery throughout the school year. Where the school is oversubscribed for a new admissions will be determined following the same criteria as the rest of the school. This is outlined in the above document and summarised below:

- 1) Children in Care and children who ceased to be in care because they were adopted
- 2) Children who satisfy both of the following tests:
Test 1: the child is distinguished from the great majority of other applicants either on their own medical grounds or by other exceptional circumstances.
Test 2: the child would suffer hardship if they were unable to attend the preferred school.
- 3) Children who have an elder sibling in attendance at the preferred school and who will still be attending the school at the proposed admission date
- 4) Children living within the catchment area of the preferred school
- 6) Other children arranged in order of priority according to how near their home addresses are to the main gate of the school

Pupil Numbers

The school currently has a published admission number (PAN) of 30, meaning this is the maximum number that can be admitted to the Reception class.

We currently admit 24 pupils to Nursery for the basic 15 hour free childcare entitlement. We are also able to accommodate the needs of parents eligible for 30 hours childcare or wishing to pay for additional sessions.

We currently admit 12 pupils into Little Learners. This can be children eligible for Think2 funding or self funding who are below nursery class age.

Appeals

Parents have the right to appeal against any admissions decision. Details of the appeals procedure are available from the school or the local authority website (see above).

Induction

The school makes every effort to ensure that children have a smooth and happy start to their school life. During the term before the children start school they are invited to school on a number of occasions. These include joining in with weekly story sessions and visiting school to meet their new teacher and classmates, so that they may get to know their new surroundings. During this period there will be opportunities for parents to borrow reading books from the school to read through with their children. Parents are provided with notes that they may find useful in preparing their children for school.

Amington Heath Nursery

We currently flexible in how we provide the basic 15 hours funded childcare. Parents can choose morning sessions or full days and can choose to pay for additional sessions if they require. Parents are also made aware of the 30 hour funding eligibility.

Little Learners Nursery Times

- Mornings 8.45 am – 11.45 pm
- Afternoons 11.45 am – 2.45 pm

Pre-school Nursery Class Times

- Mornings 8.45 am – 11.45 pm
- Full day 8.45 am – 3.10 pm

Other Local Schools

Attracting pupils to Amington Heath is all about celebrating our successes and selling what we 'do'. Under no circumstances will any derogatory comments be made about any other school, especially those that are our competitors.

When an application is made for pupils already placed at another school, the school will be contacted to ascertain the circumstances for the move and any other relevant issues regarding the pupil. This is particularly the case when requests are made for 'in-year' admissions. In these circumstances, we follow the local authority in-year admissions procedures, working in collaboration with colleagues from other local schools.

This policy was adopted by the Governors on: 20/09/18

This policy was reviewed by:

This policy will be reviewed in: September 2019