



**Amington Heath Primary School and Nursery**  
**Admissions Policy**

**LEA Policy**

**Adapted by Charlotte Davies**

**Approved on: 12/01/2022**

**Review by: 12/01/2023**

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:

## Staffordshire School Admissions

### 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 centrally processes 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. For full details please see our Nursery Admissions Policy.

### 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 [here](#).

Admissions other than at the normal time of entry, i.e. in-year applications or applications for classes other Reception, are managed by the school following the admissions criteria in the above document. For more information click [here](#).

### 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 between 12 and 20 children per session in Little Learners (Nursery 1) however this is dependent on staffing ratios and children's ages.

We currently admit up to 34 children per session in Nursery 2.

## 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 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 are currently flexible in how we provide the basic 15 hours funded childcare. Parents can choose morning or afternoon 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 pm – 2.45 pm

### Pre-school Nursery Class Times

Mornings       8.45 am – 11.45 pm

Afternoons     12.10pm – 3.10pm

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 (Click [here](#)), working in collaboration with colleagues from other local schools.

## Summary of updates and amendments

March 2020	Updated links to LEA admissions web pages Changes to pupil admissions numbers in nursery 1 and 2 Changes to sessions times for nursery
January 2022	Updated hyperlinks Updated nursery 2 admissions numbers New logo