



Amington Heath Primary School and Nursery

Admissions Policy

LEA Policy

Adapted by Charlotte Davies

Approved on: 08/02/2023

Review by: 08/02/2024

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 [Staffordshire 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](#).

Application or 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 [LA admissions criteria](#). Parents should contact the school directly and complete and [in-year application form](#). You will receive confirmation on whether your application has been successful within 15 days of application.

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](#).

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.

For information on pupil numbers in nursery, please see the [nursery admissions policy](#).

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](#).

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. Parents are provided with notes that they may find useful in preparing their children for school.

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
February 2023	Updated hyperlinks Removed information on nursery numbers Removed information on nursery hours Included link to in-year application form and information on time frames.