

COUNTY FIRST ADMISSIONS POLICY & PROCEDURE - SCHOOL YEAR 2004/2005

In line with the Council's policy for first admission to school, parents ought to be advised of the date/term in which their child is to be admitted and whether it will be full or part-time.

Parents may request to defer the admission of their child up to the beginning of the term following their 5th birthday. The law does not require a child to start school until the start of the term following the child's fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the Autumn Spring and Summer Terms. These are 31 August, 31 December, and 31 March.

It must be remembered that children can only be admitted during the School Year in which they attain the age of 5 years. However, those children who reach the age of 5 after 31 March and where parents decide to defer admission until the following September cannot be guaranteed a place in what will then be, Year 1 at the school. It is likely that the last practical point of entry for most schools will be the beginning of the Summer Term (i.e. immediately after the Easter Holiday)

MORE DETAILED GUIDELINES ON THE APPLICATION OF THE POLICY WILL SHORTLY BE PROVIDED BY THE DEPARTMENTS EARLY YEARS CO-ORDINATORS

PUPILS RESIDING OUTSIDE THE AREA SERVED BY THE SCHOOL

Parents residing 'out of area', providing the intake limit is not exceeded, can be offered admission. They must be offered places on the same terms as those who reside within the designated area. It is essential, however, that these parents **should be informed in writing** that they must accept full responsibility for transporting their child to and from school and for any transport costs they incur.

Parents **must also be informed** that admission to the school will not influence allocation to Junior/Middle/Secondary School at the age of transfer which will be carried out in accordance with the Education Committee's policies applying at that time.

REQUESTS FOR PLACES IN EXCESS OF SCHOOL'S INTAKE LIMIT WHICH CANNOT BE ACCOMMODATED

Where it is evident that the school is unable to accommodate all the requests for places received from parents as the number exceeds the published intake limit **letters to parents must not be sent from the school.**

In these instances, the information required overleaf should be submitted to **the Admissions Section at County Hall.**

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This information should be separated into 7 sections as follows:-

1. The names, dates of birth and addresses of those children who you know hold, or are about to hold, a statement of Special Educational Need.

Names, dates of birth and addresses of those children who reside within the designated area and:

2. Have a sibling attending the school at the time of their admission.
3. Have a sibling attending the adjoining Middle/Junior School (if applicable)
4. Have no sibling connection with that or the adjoining Middle/Junior School.

Names, dates of birth and address of those children who reside outside the designated area and:

5. Have a sibling attending the school at the time of their admission.
6. Have a sibling attending the adjoining Middle/Junior School.
7. Have no sibling connection with that or the adjoining Middle/Junior School (if applicable).