

## **FIRST ADMISSIONS - SCHOOL YEAR 2004/2005**

### **TIMETABLE AND NOTES FOR GUIDANCE**

#### **ACTION**

1. Headteachers of all First, Infant and Primary schools to record the names, d.o.b. and addresses of children whose parents are seeking admission to the school during the School Year 2004/05.
  2. Headteachers can find it helpful to write to parents during February to ask them to re-affirm their interest in a place at the school to gain a better idea of numbers and likelihood of over-subscription.  
**Please do not commit or indicate in any way that a place will be available at this time**
  3. (i) When registrations **have exceeded** the published intake limit set for the year and **cannot be accommodated** schools send to this office a detailed list of children as required (**see notes for guidance**).
  - (ii) When registrations **have not exceeded** the published intake limit schools are **still required** to send to this office a **full and detailed list** of those children it intends to offer places to on **Friday 7 May**
  4. (i) If all pupils **can** be accommodated – **Schools notify parents that a place will be available for their child and the term in which he/she will be admitted.**
  - (ii) If all pupils **cannot** be accommodated - **The Admissions Section notifies parents:-**
    - (a) who are to be offered a place;
    - (b) who are to be refused a place and offering them the opportunity to discuss admission to an alternative school
- NB: The Admissions Section will advise parents of their right of appeal.**
5. Last date for receipt at this office of formal appeals for admission to preferred school or it will be assumed that parents are content for their child to attend an alternative school.
6. Appeals Hearings scheduled.

#### **DATE**

Headteachers will, no doubt have adopted this procedure whilst receiving names over the past months.

#### **ON-GOING**

**FEBRUARY 2004**

**IMMEDIATELY AFTER  
FRIDAY, 19 March 2004**

**IMMEDIATELY AFTER  
FRIDAY, 19 March 2004**

**FRIDAY, 7 May 2004**

**FRIDAY, 7 May 2004**

**FRIDAY, 28 MAY 2004**

**JUNE/JULY 2004**

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