



Admissions Policy:

This policy has been impact assessed, during the annual review, in the light of all other school policies and the Equality Act 2010.

Adopted	Meeting	Minute Number
Full Governors	28 01 2015	
Reviewed	Change / Amendments	Date of Approval /Meeting
Full Governors	None	03 02 2016
Full Governors	None	02 05 2018
Full Governors	None	13 02 2019
Full Governors	None	12 02 2020
Full Governors	None	10 02 2021
Full Governors		08 03 2022 Min No: 12/03.22

Review to be completed: Annually Full Governors Spring 1

This policy was reviewed 08 03 2022 and has been impact assessed in the light of all other school policies including Disability Equality Scheme.

Swanwick Primary School

Admissions Policy

This policy was drawn up by the Governing Body taking into account all relevant legislation, and following the Local Authority guidelines.

The headteacher, acting on behalf of the Governing Body will deal with individual requests for admission on a day to day basis.

Standard Number

The school's Standard Number, the number of children we are allowed to admit into the Reception year, has been set at 60. The school must offer places in Reception classes up to that limit for each relevant year, but must not exceed it.

Reception Aged Children

Children are obliged to start school in the term after they reach their 5th birthday. However, under county arrangements, children will start in the September before their 5th birthday.

A child whose 5th birthday falls on or between 1 September of any relevant year, and 31st August of the following year, will start school on the first day of term in September of that year.

All applications for places for Reception aged children are managed by the Local Authority.

However, enquiries from parents who are interested in their children starting school will be recorded in the school's Register of Interest Book. There is no guarantee of a place at the school if the standard number is exceeded.

Arrangements for Admitting Children to School

All requests for Reception places at Swanwick Primary School will be dealt with by the Local Education Policy. Criteria for allocation of places will be according to their published criteria.

1. Children in care.
2. Children living in the school's Normal Area.

3. Children who do not live in the normal area served by the school, but who have brothers or sisters already attending the school at the time of admission.
4. Other children whose parents have requested a place.

Individual pupils who have a Statement of Special Educational Needs, and whose needs can best be met in the school, will be given priority where so determined by the authority in consultation with the governing body.

The school buildings are accessible to wheel chair users. The DES and Accessibility Plan outline how the Governors intend to extend access.

The school's normal area is defined by the parishes of Swanwick and Pentrich.

Other Admissions

The current school capacity has been set by the authority at 399. The governing body recognises that with a standard number of 60, an actual population of 420 is expected. The governors will admit children up to that limit.

Children will be admitted to the school on an individual basis subject to

- 1) Class sizes at Key Stage 1 not exceeding 30 at the start of the academic year.
- 2) The school's working capacity not being exceeded.

Appeals

Parents who are unable to obtain a place for their child at this school may appeal against the decision to an independent appeals panel. Details of the procedure can be obtained from the Area Education Office, whose address and contact number is available at school.