

BUXWORTH PRIMARY SCHOOL

ADMISSIONS POLICY

Rationale

The School Admissions Code of Practice outlines the responsibilities of the LA to establish an Admissions Forum whose role it is to co-ordinate primary school admissions. The governors of the school work with the LA in implementing the scheme.

Purposes

- To ensure the school works within the guidelines issued by Derbyshire LA.
- To ensure that requests for casual admissions are directed to the appropriate sources and prospective parents are given appropriate guidance.
- To enable the school to respond to requests to consider the admission of pupils with special educational needs.
- To ensure the school works in partnership with the LA to implement the Hard to Place Protocol.

Broad Guidelines

Applications for admission in the “normal admission round” prior to admission in Reception.

- All prospective parents apply for a place in the school through the LA.
- Applications are made on the “common application form” which is issued by the LA via the current primary school or directly.
- All applications are processed by the Co-ordinated Primary Admissions Team at County Hall.
- The LA determine whether a child is eligible for admission using criteria common to all maintained schools in the authority.
- Parents receive the offer of a school place on National Offer Day.
- The LA will establish a waiting list for the school in the case of over-subscription. Where prospective parents withdraw, places may be filled up to the school’s published admission number.
- Parents have a right to an appeal.
- The Co-ordinated Primary Admissions Team will co-ordinate the appeals process and inform the school of successful appeals.
- To facilitate the admissions process the school will:
 - Meet request from individual parents for tours of the school;
 - Work with the LA to provide them with relevant information on the school’s temporary capacity to increase the number of pupils to be admitted above the school’s published admission number;
 - Inform the Admissions Team of any pupil who fails to attend the first week of the new term and of any pupil whose parents inform the school that they will not be taking up the offer of a place.

Pupils with Special Educational Needs

- The LA consults with the school in relation to the admission of any pupil with a statement of Special Educational Needs, following the annual review process. As part of the process parents have the right to

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name the school of their choice. The LA's Operational Panel decides whether the request is appropriate given the pupil's needs, and the capacity of the school to meet those needs.

- The request is submitted to the Chair of Governors and copied to the Headteacher.
- If the school does not agree to the request it must give reasons in writing to the Panel within 15 days, making reference to the SEN Code of Practice.
- The Panel makes the final decision on placement for the LA.
- Pupils with SEN are given first consideration in admissions towards the Published Admission Number.

Looked After Pupils

- The LA regards "looked after" pupils as second priority in their standard admissions and the Admission Code recommends that Looked After pupils should be given priority in the authority's over-subscription criteria.

Casual Admissions

- All requests for admission are directed to the Headteacher.
- Prospective parents are provided with information about the school and the opportunity to tour the school if they wish.
- Applicants are directed to the Admissions Team and/or the LA's Special Needs section as appropriate.
- Applications are referred back to the LA in the case of the school feeling that the child should be admitted under the Hard to Place Protocol.

Excluded pupils and managed moves

- The school works with the LA and Behaviour Support Service to seek appropriate educational placements for pupils who have been or are at risk of permanent exclusion. This may mean that on occasions the school accepts pupils who fall into these two categories over its' published admission number.

Conclusion

The school's admission policy supports the LA's admission arrangements and is seen to operate effectively and objectively in support of parental choice.