



Admissions Policy

Date approved	3 rd July 2007	Version	2.0
Revised			
Author/Owner	Curriculum Committee		

1.0 Introduction

The purpose of this policy is to make the transition from home and other pre-school experiences to school as smooth and positive as possible, involving parents, carers and others concerned with the child. In this way a partnership can grow which enables children to develop from these initial experiences.

All parents are invited to register their interest in our school as soon as possible. We can provide a school prospectus and a visit if requested. All school places for the forthcoming academic year will be allocated at the end of the Spring Term and children will be invited to a weekly afternoon session for a variety of activities. Parents are also invited to these weekly afternoon sessions while their children are in school. The sessions provide valuable information for both parents and children.

2.0 Admission Process

Admission to all schools is dealt with by the Local Authority (Devon County Council). Parents may apply online or by using a Common Application Form. For children moving into the area and wanting a place other than at usual admission times application should also be made to the Local Authority.

Sometimes this school will receive the same number of applications as its Planned Admission Number and sometimes it may receive less. If this happens the Local Authority offer a place to everyone who wants one. Sometimes, though, more applications are received for a school than it has places available to offer. If this happens the Local Authority make decisions about who should be offered a place using the 'Oversubscription Criteria'.

The criteria which are used for Primary Schools in Devon, such as St. Thomas Primary School, are as follows:

1. Children who are in Public Care (Looked After Children)
2. Children living in the school's designated area, with a sibling who will be attending the school at the time of admission.
3. Other children living in the schools designated area
4. Children living outside the school's designated area but with a sibling who will be attending the school at the time of admission.
5. Other children living outside the designated area

A child who has a Statement of Special Educational Needs (SEN) where St. Thomas Primary School is named on the Statement, will take precedence for a school place.

Notes

If it is necessary to distinguish between children in a particular category, priority will be determined on the basis of distance between home and school as a direct line from the entrance of the property (residential dwelling) to the nearest available official entrance of the school (i.e. the shorter the distance, the higher the priority) except that in the case of children of below statutory school age in priority categories 2 and 3 only, priority will be determined by date of birth (i.e. the earlier the date, the higher the priority).

Priority may be given (with approval of Senior Officers) to the admission of a child for whom an exceptional medical or social justification is demonstrated.

Priority may be given to a child who is to be admitted to a designated Special Educational Needs support centre at the school in question.

The admission arrangements may be modified to meet the particular requirements of a trust deed.

3.0 Size of school

Our school has a Planned Admission Number of 30 children and generally caters for up to 210 children aged 5 – 11. Children are admitted twice a year. Children who reach their 5th birthday between 1st September and 28/29th February are admitted in the Autumn Term (1st September) while children reaching their 5th birthday between 1st March and 31st August are admitted in the Spring Term (1st January). There are no admissions to school in the summer term.

4.0 Starting School

Children start school on a part-time basis for the first two weeks to allow a gradual settling in process. During this time parents will meet individually with the class teacher to discuss anything relevant about their child and to fill in a personal profile. During this part-time attendance and on into school life parents receive a **weekly** newsletter and have access to the parents information boards at school and the school website <http://www.stthomasprimaryschool.co.uk>.

5.0 'In Year' Admission

For parents of children joining school during the year we have a liaison governor who will make contact with them in order to make the transition to our school as smooth as possible.

6.0 Document History

2.	Approved by Curriculum Committee (3 rd May 2007)
1.1	Updated and reformatted (Wendy Rakestrow & Clerk) May 2007)
1.	Legacy policy, last reviewed & approved 25 th January 2007