



## TOYNTON ALL SAINTS PRIMARY SCHOOL

### Admission Policy

#### **Purpose of the Policy**

THIS ADMISSION POLICY should be read in conjunction with the Local Authority (LA) statement of policy and intent which sets out the Authority's policy on admissions. The school operates within this framework and follows all instructions and advice issued by the Education Department.

#### **Aims**

Our aims for admission are to:-

- Provide places for children whose parents wish them to attend Toynton All Saints Primary School
- Meet the criteria of providing a place in the first instance for children who live in the communities of the designated area of the school and secondly for others who wish their children to attend Toynton All Saints Primary School.

#### **ADMISSIONS POLICY FOR EARLY YEARS FOUNDATION STAGE – 3/4 YEAR OLDS**

Pupils can start school in the term following their third birthday, that is September 1<sup>st</sup>, January 1<sup>st</sup> and April 1<sup>st</sup> to receive their 15 funded hours. Extended provision is available for a fee, which is to be reviewed annually.

Parents are able to put their names down at school expressing an interest, although this does not mean a place has been offered, at any time up to the dates published in the 'Going to School in Lincolnshire' book. Letters offering places will be sent out within two weeks of these dates.

The Planned Admission Number (PAN) for any one year group is 15 and the school capacity is 105 children. If this number is exceeded, then the places are allocated based on the following priorities:

- i. Governors will meet their legal obligation to children with statements of Special Educational Needs and/or children in the care of the Local Authority (LA).
- ii. Whether a brother or sister already attends the school
- iii. The school is the nearest one to the school address as defined by the 'Going to School in Lincolnshire' book
- iv. The distance from the home to the school, priority will be given to the child living closest to the school as defined by the 'Going to School in Lincolnshire' book

For families who have been unsuccessful, appeals procedures will be detailed in a letter; any appeal is to an Independent Appeal Panel.

#### **ADMISSIONS POLICY – STATUTORY SCHOOL AGE CHILDREN**

Children become statutory school age the term after their fifth birthday. For children who are not admitted as Early Years Foundation Stage children, applications for places for September 2010 must be made in accordance with the Coordinated Scheme for Primary School Admissions.

The planned admission number (PAN) for the school is 15. If this number is exceeded then the places are allocated based on the priorities stated above in **Admissions Policy – Early Years Foundation Stage –3/ 4 year olds** See above.

For families who have been unsuccessful, appeals procedures will be detailed in a letter; any appeal is to an Independent Appeal Panel.

The date of admission for children reaching statutory school age is September 1<sup>st</sup>. Advice about when to apply for these places must be sought from the school well in advance of February 1<sup>st</sup> each year.

Early Years Foundations Stage children will not be admitted in January and April if the class is full. Parents can reapply for a place for the following September.

### **ADMISSION PROCESS**

A full induction process is in place whereby Early Years children are visited at home and children are invited to spend some time each week at school in the term prior to the start of their education.

Children are invited to start school on a staggered entry over the first three weeks.

Children may, by agreement with the Headteacher and parents, and in exceptional circumstances, commence school on a part time basis.