

# **St Luke's CE Primary School**

## **Admissions Policy**

**Agreed at Full Body Meeting  
September 2020**

**To be next reviewed September 2021**

## Admissions Policy

### 1 Aims

- 1.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities. We welcome and celebrate all faiths and cultures. Our overarching Christian value of 'Love' is extended to all our families: past, present and prospective, regardless of their religion or beliefs.
- 1.2 All applications will be treated on merit, and in a sensitive manner.
- 1.3 The only restriction we place on entry is that of number. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available. If the number of applications exceeds the places available (60 per year group), the following criteria will determine priority placement:
1. Children in public care or children adopted from overseas
  2. A pupil whose brother or sister already attends St Luke's.
  3. Pupils in order of home proximity to the school
- 1.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

### 2 How parents can apply for their child to be admitted to our school

- 2.1 Our school is a CE (Controlled) school, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.
- 2.2 The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application to our Reception classes should be made on a form that is distributed by the LA, and should be returned to the first-choice school by the date stipulated on that form. **Applications can also be made electronically directly with the LA.** Parents will be notified of the decision as soon as all the applications have been considered.
- 2.3 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to Reception should ensure that they return the necessary application form by early October of the previous year.
- 2.4 Parents are given the option of a part-time start in Reception if it is felt that the child is not yet ready for full-time education. Pupils with birthdays from September - February may attend mornings-only until October half term. Younger pupils may attend mornings-only for the whole of the autumn term.

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**2.5** Applications for admission further up the school, from Y1-Y6, should also be made via the LA Admissions Section, which holds up-to-date information about surplus places.

**2.6** **Children in public care or children adopted from overseas may be admitted even when this means that school's standard number is exceeded.**

### **3 Admission appeals**

**3.1** If a child is not offered a place at this school, this will be because the standard number in that year group has already been reached.

**3.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which is available from the Town Hall.

### **4 The standard number**

**4.1** The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school is 60. We keep this number under review, and the governors may apply to change the number if circumstances change.

### **5 Sizes of classes for infants**

**5.1** In line with legal requirements, we teach infant children (aged five to seven) in classes that have a maximum number of 30 children, unless there has been a formal exemption agreed by the LA. The number can be exceeded for families with twins/multiple birth.

### **6 Monitoring and review**

**6.1** This policy will be monitored by the governing body and reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

**Sharon Cowey**  
Headteacher