



## ADMISSIONS POLICY

We believe this policy should be working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulation 2008
- Equality Act 2010
- Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 & The Equality Act 2010 (Specification of Relevant Welsh Authorities) Order 2011
- School Admissions (Admissions Arrangements and Co-ordination of Admission Arrangements (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012
- Education (Wales) Act 2014

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with the local authority and government statutory guidance.

We will consider all applications for admissions as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will admit any child with a statement of special educational needs that names the school.

We, as a school community, have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### AIMS

- To comply with the *Schools Admissions Code of Practice*.
- To establish and maintain a fair and open admissions policy.
- To ensure compliance with all relevant legislation connected to this policy
- To work with other Schools and the local authority to share good practice in order to improve this policy.
- We seek to be an inclusive School, welcoming from all backgrounds and abilities.
- All applications will be treated on merit, and sensitive manner.

- The only restriction we place on entry is that of number. When a class is full we put the applicants on a waiting list.
- A child's level of ability is irrelevant to this School's Admission policy, as are Special needs the child may have.

## **RESPONSIBILITY FOR THE POLICY AND PROCEDURE**

### **ROLE OF THE PRINCIPAL**

The Principal, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the SMT to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- has responsibility as the Equalities co-ordinator to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
  - determining this policy with the SMT
  - discussing improvements to this policy during the school year;

The Principal in conjunction with the SMT will:

- ensure all prospective parents are fully aware of the admissions criteria
- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel and parents;
- annually report on the success and development of this policy.

### **ROLE OF THE SENIOR MANAGEMENT TEAM**

The SMT will:

- annually review the following admissions criteria:
  1. *Children who are looked after by the Local Authority;*
  2. *Children who enter our Nursery school from the age of 3 months, entering the Reception in the September after their 4<sup>th</sup> birthday.*
- work closely with the Principal:
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- make effective use of relevant research and information to improve this policy;
- annually report to the Principal on the success and development of this policy;

### **ROLE OF PARENTS/CARERS**

Parents/carers must:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of their right of appeal if their application is unsuccessful by following the procedure as set out below

## **ADMISSIONS APPEAL**

If we do not offer a child a place at this School this will be because to do so would prejudice the education of other children by allowing the number of children in the School to increase too much. The standard Number for our school is 20 per Class. We keep this number under review and the Principal will change the number if circumstances change. If registration for a class is full the child will be placed on a waiting list.

If Parents wish to appeal against a decision to refuse entry, they can do so by applying to the Principal.

## **RAISING AWARENESS OF THIS POLICY**

We will raise awareness of this policy via:

- the School Prospectus
- the school website
- the staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic teacher CPD workshops
- school events
- communications with home such as weekly newsletters and end of half term newsletters and annual reports.

## **TRAINING**

Training will be provided by the Principal and all members of the Senior Management Team and the school bursar.

- All aspects of this policy
- Admissions
- Admission and Attendance Registers
- Equality
- Inclusion

## **EQUALITY IMPACT ASSESSMENT**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not priorities or disadvantage any pupil and it helps to promote equality at this school.

## **MONITORING THE IMPLEMENTATION AND EFFECTIVENESS OF THE POLICY**

The practical application of this policy will be reviewed annually or when the need arises by the Principal.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Principal for further discussion and endorsement.

## **LINKED POLICIES**

- Admissions and Attendance Registers
- Equality
- Inclusion

<b>Principal</b>		<b>Date:</b>	

**REVIEW DATE: 30<sup>th</sup> August 2020**