

Castle Hill Primary School Admissions Policy Policy



Reviewed on: 2020

Next Review date: 2021

Reviewed by: Headteacher

Review frequency: Annually

Castle Hill Primary School is a Local Education Authority School. Admissions of pupils to schools in the area are coordinated by Gloucestershire Local Authority.

Aims

To ensure that as far as possible, parents obtain the school of their preference.

Implementation

Online application can be made using the website address

www.gloucestershire.gov.uk/schooladmissions

Should you need to contact the Admissions and Transfers Team they are based at Shire Hall, Gloucester, GL1 2TP (01452 425407)

Children are normally admitted at the beginning of the academic year in which they reach their fifth birthday. (*refer section 'Admissions Out Of The Normal Year Group') Children are entitled to a full time place. However, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. It is essential that there is a dialogue with the Reception teacher before any decision is made. In year admissions will be dealt with in accordance with this policy.

The number of intended reception class admissions for the year commencing September 2021 will be 30.

Where applications for admissions exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

- Children in Looked After Care.

- Children with an Educational Health Plan OR Statement of Special Educational Needs.
- Children who have siblings in the school.
- Any special medical factors making the choice of this school essential.
- Priority given to those who are geographically closest to the school.

Waiting Lists

If the school is oversubscribed, a waiting list will be held until December. The waiting list will be prioritised according to the school's oversubscription criteria.

Admissions out of the Normal School Year Group*

The school is required to provide for the admission of all children in the September following their fourth birthday. Parents may defer entry to the school if they feel their child is not ready until the age of five, the compulsory school age.

Children born in the summer term are not required to start school until a full year after the point at which they could have been first admitted. Parents who defer the start date for their child under this arrangement may request that their child be admitted to the reception class, rather than year one i.e. admitted out of their normal age group.

Parents who wish to defer entry must submit their request in writing to the Admissions Team at Gloucestershire County Council, Westgate Street, Gloucester GL1 2TG by 15th January. Your request will be considered under the Gloucestershire County Council Coordinated Admission Scheme.

In Year Admissions

The school is responsible for in year admissions. In year admissions will be dealt with in accordance with this policy.