



William Levick Primary School

Admissions policy and procedures

Policy Statement

William Levick Primary School acknowledges that parents have the right of choice when selected a school for their child. We aim to provide parents/carers with sufficient information in order to make a well-informed choice as to whether William Levick is the right place for their child to be educated. We offer the chance to visit the school and have a look around the facilities on offer and to talk with the Headteacher about the opportunities that their child would be afforded. A school prospectus is available on request. This summaries key information about the school and is updated on an annual basis. The prospectus and other information regarding admissions can be found on the school website.

The school works within the Derbyshire County Council guidelines for admissions procedures. These are outlined below:

Procedures

Published Admission Number (PAN)

The Local Education Authority has determined that the Published Admission Number for William Levick Primary School is 30. This is the maximum number of pupils that can be accommodated in any one year group.

Special arrangements

The school welcomes applications from parents of pupils with special educational needs. A pupil with a statement of special educational needs which specifies the school will be given automatic priority for admission.

Admission timetable and procedures

New pupils are admitted to Foundation Stage 2 (Reception class) as follows:

All applications must be made to the Local Authority.

Applications can be made on-line or using the paper form. Applications can only be submitted between November and January in the year immediately before the school year in which the child will start school.

Parents will be informed as to the result of their application by post or e-mail at the end of March. Exact dates differ from year to year and are published by Derbyshire County Council.

Admission Criteria:

In the event that applications received exceed the number of places available, preferences for admission will be determined using the following criteria:

Children in care.

Siblings, including half brothers and sisters or adopted/foster brothers and

sisters of pupils already in the school and living at the same address at the time of the proposed admission.

Other children whose parents have requested a place.

Should the number of applicants of equal merit exceed the remaining places available, the shortest walking distance from home to school will be used as the final determinant. Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school.

The current Local Authority system for measuring this will always be used.

Appeals:

All parents who have been refused a place for their child will be notified of their right of appeal and of the procedure. Children who are not offered a place will have their names entered on a waiting list in order of priority ranked by the admissions criteria. The waiting list will be maintained until 31st January of the following year. If a place becomes available it will be offered to the first pupil on the waiting list.

This policy will be made available to parents on request.

This policy has been reviewed and approved by the staff and governing body:

Date: 23/10/12

Headteacher's signature: _____

Chair of Governor's signature: _____

Date of next review: October 2013