

Elm Park Primary School

Inspiring Learners, Enriching Lives, Achieving Together

Admissions Policy



Written by	Debbie Williams
Updated by	Senior Leadership Team
Start Date	May 2018
Review Date	May 2020
Updated	
Headteacher's Signature	
Chair of Governors' Signature	
Date ratified by FGB	

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Admissions Policy	DATE:	20.05.2018
EIA CARRIED OUT BY:	C. Bond	EIA APPROVED BY:	

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		
Race		
Religion and belief (practices of worship, religious or cultural observance, including non-belief)		
Gender identity		
Sexual orientation		

Any adverse impacts are explored in a Full Impact Assessment.

Admissions Policy

Rationale

The admissions arrangements at Elm Park School should operate as effectively and fairly as possible. Our overall aim is to accommodate parental choice within the guidelines of South Gloucestershire Council's Admissions policy.

Aims

- To ensure admissions procedures are clear.
- To define the criteria by which pupils are admitted to school.
- To enable parents to make an informed and appropriate decision about their child's education.

Guidelines

1. Children are entitled to start school in South Gloucestershire at the beginning of the Academic Year in which they reach five years of age. The school day can be long and tiring for young children, so we operate a phased admission process. Children will attend part-time for the first two weeks of term: usually one week of mornings and one week of afternoons (this may vary slightly year to year depending on the needs of the cohort). Some children may attend part-time for longer should it be appropriate to their needs. This is decided with parents, class teacher and SENCo.
2. We hold meetings with parents of Reception children in the summer term, to inform parents of the exact timings and other arrangements. We also visit the local nurseries and playgroups, and the children themselves are invited into school before they begin in September.

3. The school may admit children of any age up to its standard number. This is currently 45 in every year group to 30 in September 2019 but will change. If the year group reaches the standard number, requests for admission have to go to the LA appeals committee.
4. Parents wishing to start their child in Reception should either contact the school for more information, or contact the LA Admissions department directly. Applications for places are completed on the South Gloucestershire Council website (www.southglos.gov.uk) by mid-January in the year they are due to start school. Parents should hear by April if their child has been allocated a place. Parents should note that having a brother or sister already in the school does not guarantee a place; an application should be submitted in the usual way.
5. The School welcomes applications from all sections of the community, and operates an equal opportunities policy. No child may be refused entry on the basis of ethnic background, gender, disability, Special Educational Needs or family circumstances.
6. Once a place is confirmed, it is reserved for 28 days.
7. All parents wishing their children to come to Elm Park School are encouraged to visit first, tour the school, and meet the staff and Headteacher. We want parents to get as much information as possible so that they make the right choice for themselves and their child. Elm Park hosts open afternoons for prospective parents and carers in the period between September and November. Dates are publicised in school newsletters and locally e.g. pre school providers.
8. A copy of the School Prospectus is available on request in hard copy and on the school website. (www.elmparkprimary.com) This contains a wide variety of information on the school. Copies of the most recent OFSTED report on the school are available either through the school website or via www.ofsted.gov.uk.
9. Further details about the school's curriculum and policies are available on the school website.
10. Elm Park Primary is a 'Community' school: the criteria for admission, standard number, place allocation, and appeals mechanism are all controlled by South Gloucestershire LA. Reference should be made to their publication 'A school for your child in South Gloucestershire'. This is available from any school, or direct from the LA. Any complaints should be directed to the LA. (www.southglos.gov.uk)