

# Admissions Policy

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## Introduction

The City of Stoke-on-Trent Council and The Willows Primary School are firmly committed to preschool education. Children aged three (by 31<sup>st</sup> August before the start of the school year) are able to attend our nursery. By parental choice, however, a child's entry to school can be delayed until the term after the child reaches the age of five, when s/he must attend.

Following an induction period, The Willows Primary offers the statutory 15 hours funded by the local authority Mon-Fri 9.00am-12.00pm. Additional hours (with a cost of £30 per week and the option to also add a hot school meal for a further £10 per week) may be supplemented to increase the school day to 9.00am-2.50pm.

Nursery education is non-statutory and is entirely separate from reception class admissions.

Attendance at a nursery DOES NOT guarantee a place in our school's reception class.

In the event of over-subscription then priority will be given in the following order:-

- Pupils in the care of the local authority or provided with accommodation by the authority as defined by the Section 22 of the Children Act, 1989
- Pupils with a formal statement of Special Educational Needs in which the LA has named a school as being particularly suitable to meet the child's special educational needs
- Pupils living within the catchment area of the school who have an older brother or sister in attendance at the school
- Other pupils living within the catchment area of the school
- Pupils living **outside** the catchment area of the school who have an older brother or sister in attendance at the school
- Other pupils arranged in order of priority according to how old they are. The oldest child will be given first priority.

To secure a place at The Willows Primary it is **necessary to complete an application form.**

This also applies if a child already attends the nursery class at school. It must be remembered that attendance of the nursery class does NOT guarantee a place in the school's reception class. However, if a child has a Statement of Special Educational Needs then our school will meet the parents' preference even if the school is over-subscribed.

The law permits a deferral of a child's admission to reception, should it be wished. If so required, a parent may choose to defer admission to January (rather than September) without it affecting the child's place at school.

### Allocation of places

In the event of over subscription then priority will be given in the following order:-

- Pupils in the care of the local authority or provided with accommodation by the authority as defined by the Section 22 of the Children Act, 1989
- Pupils with a formal statement of Special Educational Needs in which the LA has named a school as being particularly suitable to meet the child's special educational needs
- Pupils living within the catchment area of the school who have an older brother or sister in attendance at the school
- Other pupils living within the catchment area of the school
- Pupils living **outside** the catchment area of the school who have an older brother or sister in attendance at the school
- Other pupils arranged in order of priority according to how near their home addresses are to the school. This is measured by the nearest practical walking route from the home address to the main entrance of the school, using the city council's G.I.S system.

If a child lives with parents of shared responsibilities, each for part of the week, the 'home address' will be the one at which the pupil is resident for the greatest part of the school week.

All that apply are considered against these criteria and no priority will be given early application. Late applications will be considered individually.

Applications from pupils resident outside the city's boundaries will be judged according to the same criteria as applications from city-resident pupils. They will be ranked according to the same priorities.

In the event of a place being offered on a fraudulent or intentionally misleading application then, because this may effectively deny a place to a child with a stronger claim, the offered place will be withdrawn.

### Right to appeal

If our school is a parent's preference and a place is not allocated then there are various options available:-

- There may be availability in other schools with vacant places;
- The parents may appeal against the decision in an Independent Appeals Panel set up by the Law and Probity Directorate of the city council. Because there is a law on class sizes in reception and year 1 & 2 classes, unfortunately the grounds for appeal are very restricted.

For independent advice contact the Admissions and Family Service Team based at the LA offices.