



# Mill Lane Primary School

## Admissions Policy September 2015

Date written: Sept 2015
Updated: Sue Skillcorn
Date adopted by Governors and Staff: Sept 2015
Review Date: Sept 2017

## **Mill Lane Primary School**

### **Policy on Admissions**

For Admissions into our Speech and Language Classes, please refer to the LA Additionally Resourced Provision in Mainstream Schools Provision Guide.

#### **1 Introduction**

- 1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. We have adopted the Stockton Local Authority (LA) Admissions Policy and Guidance.
- 1.2 For Admission to Mill Lane's Additionally Resourced Provision, please refer to Stockton Borough Council's Additionally Resourced Provision in Mainstream Schools Provision Guidance.

#### **2 Aims and objectives**

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

#### **3 How parents can apply for their child to be admitted to our school**

- 3.1 Our school is a community school, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.
- 3.2 The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The LA will notify parents of the decision as soon as all the applications have been considered.
- 3.3 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the date stipulated on the form. It should be noted that having a place in Mill Lane Nursery does not guarantee a place at Mill Lane Primary School.

#### **4 Admission appeals**

- 4.1 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.

- 4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are available from the LA).

## **5 The standard number**

- 5.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school has been increased to 30 due to demand for places. We keep this number under review, and the governors will apply to change the number if circumstances change.

## **6 Sizes of classes for infants**

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

## **7 Monitoring and review**

- 7.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.
- 7.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

### **Signed and dated:**

Head Teacher .....

Chair of Governors .....