



# ADMISSIONS POLICY

Adopted by Governors

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# **Admissions Policy**

## **1 Introduction**

**1.1** The governing body of Corfield C of E Infant School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## **2 Aims and objectives**

**2.1** We are an inclusive school that welcomes children from all faiths 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 enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

**2.4** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

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

**3.1** As our school is a voluntary controlled school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

**3.2** The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. All applications need to be completed online by visiting the Admissions page on the Derbyshire County Council website. Where an application cannot be made online, this must be done via telephone by calling 01629 537479. Each online application will be given the option to complete a Supplementary Information Form which can be completed if required. The Supplementary Information Form is optional. The authority notifies parents about the school place as soon as all the applications have been considered.

**3.3** In Derbyshire, children enter school in the academic year they become five. There is only one admission date per year which is early in September.

## **4 Admission appeals**

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999. Parents have the right to appeal against an Admissions Authority's decision to refuse admission. The Admissions Authority must set out the reasons for the decision, that there is a right of appeal, the deadline for lodging an appeal and the contact details for making an appeal. The Admissions Authority must establish an independent appeal panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child. If the appeals panel decides that we should admit a child to our school, then we will confirm the application and continue to do all we can to provide the best education for all the children at our school.

## **5 The Pupil Admission Number (PAN)**

The pupil admission number is the number of children the school is able to admit in to each year group. At present the standard number for our school is 30 per class (90 total). This number is subject to review by the Governing Body and the LA.

## **6 Infant class size**

We teach the children in classes that have a maximum number of 30 children.

## **7 Review**

This policy will be reviewed annually. This policy has been written in accordance with guidance from the Local Authority and Derby Diocese and Board of Education.