



## **GOVERNORS' POLICY ON ADMISSIONS**

Grangefield School will endeavour to provide a place for all pupils' aged 4 – 11 whose parents wish them to be educated at our school.

### **Aims:**

- To offer places for children between the ages of 4 and 11 to the maximum number agreed with the LA. The school's Published Admission Number is 30.
- To make the children's introduction to school as happy and as free from stress as possible.
- To make new parent's introduction to school as happy and as free from stress as possible.

**All relevant child welfare policies will be adhered to.**

### **Policy Statements:**

The Local Authority have a published Oversubscription Criteria and Admission Policy for Community and Voluntary Controlled Schools. Grangefield School as a community school therefore follows this policy.

All children between the ages of 4 and 11 who wish a place at the school will be offered a place up to the maximum PAN (30) as dictated by Gloucestershire LA.

LA Admissions information can be found at [www.gloucestershire.gov.uk/extra/article/101131/School-admissions-scheme-criteria-and-protocol](http://www.gloucestershire.gov.uk/extra/article/101131/School-admissions-scheme-criteria-and-protocol).

### **Administration of Admissions:**

Gloucestershire Local Authority is responsible for the admission of places on entry to Primary School (Reception).

Grangefield School handles the admission of In-Year places. Where the PAN has been met in a year group a place is unlikely to be offered by the school. However a child can be added to a waiting list and parents informed if a place arises.

Where an application has been unsuccessful for reasons of over-subscription applicants have the legal right of appeal, this is administered by the Local Authority. Where the Local Authority feel the applicant has a strong case for admission, they may allow a place to be offered over the PAN.

### **Admission to Reception:**

Parents of pre-school children are invited to contact and visit the school in the year prior to admission. Children desiring a place at the school can be registered at the school office.

Open days are organised during the autumn terms preceding the year of entry to which prospective parents are invited. These open days are advertised through local pre-schools and around the village. Details will be placed on the website. ([www.grangefield.gloucs.sch.uk](http://www.grangefield.gloucs.sch.uk))

In the late Autumn, in the year prior to entry, letters will be sent by the Local Authority to all parents/guardians of children requiring Reception places in Gloucestershire the following September. This application **MUST** be completed and returned to the Local Authority by the closing date, normally mid-January. This can be done on-line or via the post.

### **Organisation for entry into Reception:**

Parents are invited to an introductory evening at which they meet the reception staff and to familiarise themselves with the school. If requested the Head Teacher is available for private consultation.

Pre-school children are invited to spend time with their new teacher prior to starting school.

Children are admitted to the school during Autumn Term of the school year in which they are five. The intake of the reception children is staggered over several weeks. Reception children attend initially on a part-time basis; this is gradually increased to full time. Parents are given a timetable for admissions.

### **In-Year admissions:**

Parents of children moving into the area or changing schools are invited to visit the school so they may meet with the Head Teacher and also be shown around the school.

Children moving into the area or changing schools must fill in the application form which is available from the school office, both as a hard copy or electronically. This application must be returned to the school office ([admin@grangefield.gloucs.sch.uk](mailto:admin@grangefield.gloucs.sch.uk)) .

The school will consider the application following the Local Authority Oversubscription criteria and Admissions Policy. A letter will then be sent by the school indicating whether an application has been successful.

### **Transfer of records:**

#### **Reception**

The Reception class teacher will arrange to meet with your child's pre-school setting to discuss the transfer. Children's transfer records will be obtained from their pre-school setting

#### **In-Year Admission**

Where children join in-year transfer records will be requested from their previous school once they have started at Grangefield.

This policy is subject to annual review.

### **Date of review:**

Septemeber 2014