



Policy for Admissions

Mission

We provide a safe and inclusive learning environment where everyone is valued and encouraged to be the best that they can be.

Rationale

At Leftwich Community Primary School we provide a fully inclusive education to all children whose parents have chosen to send their children here. We value all people, regardless of age, physical or academic ability, gender, race, background, culture or religion and we believe in equality of opportunity for all members of the school community.

Being a 'community' school, Leftwich Primary is bound by Cheshire West and Chester's admission policy which can be found at:

[http://www.cheshirewestandchester.gov.uk/residential/educationand learning/school admissions/ informationbooklets.aspx](http://www.cheshirewestandchester.gov.uk/residential/educationand%20learning/school%20admissions/informationbooklets.aspx)

Aims

1. Admission Numbers

The school's pupil admission number into Reception (PAN) is 30; this arrangement follows consultation between the governing body and the Local Authority. The governing body will not place any restrictions on admissions unless the number of children for whom admission is sought in any year groups exceeds this number. By law, no infant class may contain more than thirty children.

2. Age of admission

Children reach compulsory school age at the beginning of the term following their 5th birthday. Under Cheshire West and Chester Council's policy, children may start school in the September following their 4th birthday. Parents have the option to defer their child's entry until the start of the spring term the following year.

3. The application process

All applications for admission to Reception class have to be made to Cheshire West and Chester by January 15th 2018. Parents are notified of their allocated school place in April.

4. Induction to Reception

Children who have secured a place at the school for September are invited to story/ play sessions during the preceding summer term, while their parents are invited to attend an information morning/ afternoon meeting with the Reception teachers and Head Teachers. The families are visited at home by the Reception teachers so that parental concerns can be addressed in the privacy of their own homes and the teachers can begin to build a relationship with both the child and the parents. Home visits take place on the first three days of the autumn term and children begin on the Monday of the first full week of the new school year.

5. Admissions during the school year

Parents wishing for their child to transfer to Leftwich Community Primary School during the school year should first arrange a visit to the school. One of the head teachers, or their representatives, will speak with the parents and show them around the school.

Applicants then have to complete an 'In year Application Form' available from the school office or via the CWaC website.

If the relevant year group has spaces (under 30 for all classes) then the school can offer a place within 5 working days and confirm a start date with the parents, and send details of the admittance to CWaC via the SAM system.

If the relevant year group is full, then the school cannot offer a place. Parents must be advised within 5 working days, by letter, that their application has been unsuccessful. However, they must also be informed that they have a right of appeal against the school's decision and must be given the contact number for the Local Authority to obtain further information on the appeals process. CWaC Admissions team will review the application/ appeal and then advise the parents and the school whether or not the child can be admitted. If the appeal is successful, the school will confirm a start date with the parents and send details of the admittance to CWaC via the SAM system.

Policy agreed September 2017

Policy review date: September 2018