



## Admissions Policy 2018-2019

### **Introduction**

The governing body of High Meadow Infant School applies the regulations on admissions fairly and equally to all those who wish to attend the school.

### **Purpose**

High Meadow is a community school, and it determines the admission arrangements in agreement with the Local Authority [LA]. The Admissions Authority for our school is therefore the local authority, which publishes its entry regulations every year including the criteria for dealing with over subscription.

### **Aims**

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner.

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 procedures 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.

A child's level of ability is irrelevant to the school's admissions policy, as are any special educational needs the child may have.

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

The LA's annual admissions information is available online at

<http://www.warwickshire.gov.uk/startingprimaryschool>

It 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. Applications should be made online through the LA Admissions Service and should be completed by the dates noted on the website. Offers of all places will be posted to parents from Admissions.

## Timetable for September 2019 entry:

Important Dates	
From 3 September 2018	Information letters posted to parents of children due to start school in September 2019, and children attending Year 2 in a Warwickshire infant school who will need to transfer to Year 3 at a junior school in September 2019
15th January 2019	National deadline for submitting an on time school application, for entry into Reception or Year 3 in September 2019
1st February 2019	Extended deadline for families moving into, or within, the county to submit their school application. Proof of the new address must also be provided by this date. Acceptable forms of proof of address are outlined in our admission arrangements: <a href="http://www.warwickshire.gov.uk/schoollacriteria">www.warwickshire.gov.uk/schoollacriteria</a>
16th April 2019	NATIONAL OFFER DAY – Reception and Year 3 (junior schools only) offers released to families
23rd April 2019	Deadline to accept or decline the school offer made
3rd June 2019	In-year applications can be submitted from this date, for entry in September 2019: <ul style="list-style-type: none"><li>• Years 1 and 2 in primary and infant schools</li><li>• Years 3, 4, 5 and 6 in primary schools</li></ul>

In this authority, 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 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 preference form on-line to the Admissions Service by the 15<sup>th</sup> January 2019. The offer date for September 2018 entry to reception is 16<sup>th</sup> April 2019.

### Admissions appeals

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.

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.

### The standard number

The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our whole school is 90.

### Size of classes for infants

We teach infant children [aged four to seven] in classes that have a maximum number of 30 children.

### Admission Criteria

In the event that a Warwickshire infant or primary community or voluntary controlled School is oversubscribed the following 'Over Subscription' criteria will be used when allocating places in Reception:

Please note:

Children with a Statement of Special Educational Needs that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.

1. Children in the care of, or provided with accommodation by, a local authority and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
2. Children living in the priority area who have a brother or sister at the school at the time of admission;
3. Children living in the priority area who have a brother or sister at the partner junior school at the time of admission;
4. Other children living in the priority area;
5. Children living outside the priority area who have a brother or sister at the school at the time of admission;
6. Children living outside the priority area who have a brother or sister at the partner junior school at the time of admission;
7. Other children living outside the priority area;

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority).

Distance will be calculated by the straight line measurement from the address point location coordinate of the applicant's home address [as set by Ordnance Survey] to the centre point ['centroid'] of the school in question. (All distances are subject to changes which may occur with updates of mapping data).

#### **Monitoring and review**

This policy will be monitored by the governing body and reviewed annually.

Date established by governing body: September 2018

Signed *Mrs Debby Hughes*  
Headteacher

Date of review: Summer term 2019

Signed *Mr Jonathan Smith*  
Chair of Governors

*Priority Area: Parish of Coleshill ~ North of the River Cole*