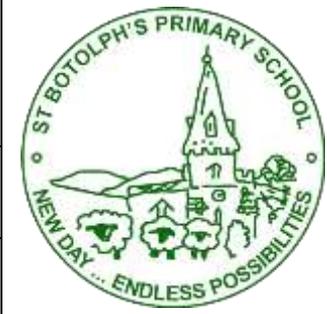


Policy:	Admissions Policy September 2018	
Status:	Statutory	
Review Date:	2 yearly– Sept 2020	

To be read in conjunction with the LA Admissions policy

It is the school's admission policy to follow the procedures within the LA policy, which is:
to admit all children who live in the school's catchment area and those who live outside the catchment area whose parents want them to attend this school, provided the Planned Admission Limit (PAL) of 40 pupils is not exceeded.

If there are more requests for in-catchment children than the admission number (AN), the AN will not usually be exceeded, except in exceptional circumstances (see paragraphs 4.11, 4.13, 11.3 and 11.4 of LA policy). If there are more requests for places than available within the AN, places will be allocated up to the AN in accordance with the priority criteria (9.1). All other outstanding requests will be refused subject to the provisions relating to exceptional circumstances (see paragraphs 11.3).

Admission to the Foundation Stage

Children are admitted to the Foundation Stage at the beginning of the year following their 4th birthday. Our expectation is that young children should have achieved continence when they are admitted to school. We recognise that young children vary widely in their levels of maturity and in achieving continence. We also recognise that children may have a lapse in their continence because of trauma, onset of sudden disability, emotional upset or health problems.

Parents who would like their child to attend St. Botolph's C. of E. Primary School, are asked to contact us to make us aware of their interest and put their name on our admissions register BUT THIS DOES NOT GUARANTEE A PLACE. They will then need to complete the online Local Authority application that goes to the Allocations Department at County Hall. **The Local Authority are solely responsible for the allocation of our school places.**

Many children attend local pre-schools before they start school. There are close links between the school and the pre-schools. Foundation Stage staff visit the local pre-schools to get to know the children before they are admitted. Before a child starts school they are invited into the Foundation Stage base for a story and to play. Children with special needs are offered additional visits and a member of staff attends IEP's reviews. The headteacher will show the parent(s) and child around the school on request or during an open visit. Home visits are offered to all parents of new starters to our Foundation Stage. Admission initially is on a part time basis for the first 2 weeks.

Admission to Year 1-6

Children are admitted at any time in the school year. Children have to be 6-11years old during the year in which they are admitted. Children have to attend full-time. Out –of-catchment children are admitted up to the school's PAL in accordance with the guidelines set out in the LA policy.

This policy will be reviewed in light of LA recommendations/changes to procedures.