

Millbrook Primary School



Admissions Policy

Policy Creation & Review	
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Last review date	September 2023
Ratified by Governing Body	September 2023
Next Review Date	September 2024

1 Introduction

- 1.1** Our governing body 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 was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised and came into force in September 2021.

2 Aims

- 2.1** We seek to be an inclusive school, welcoming children from all backgrounds 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 adopt the procedure set out by Hertfordshire Education Authority 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.
- 2.4** A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

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

- 3.1** Our school is a community school, and it determines the admission arrangements in agreement with the LEA. The Admissions Authority for our school is therefore the LEA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LEA.
- 3.2** The LEA's annual admissions prospectus 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 on a form that can be obtained from the local Education Department, or on line and should be returned by the date stipulated on that form. The authority will notify parents of the decision as soon as all the applications have been considered.
- 3.3** There is one admission date during the school year which is September. Children are admitted into school when they are four years old.

Admission information is issued by the local Authority during the Autumn Term.

- 3.4** If classes are not fully subscribed we will admit children during the academic year. Hertfordshire County Council will also hold a waiting list for each class if classes are full. Places will be offered to children who have siblings in school and then on a first come first served basis.

4 Admission appeals

- 4.1** 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.
- 4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LEA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in February 2012.)

5 The standard number

- 5.1** The 'standard number' is the number of children the LEA considers the school can accommodate. The standard number for our school is 210, this does not include Nursery. We keep this number under review, and the governors will apply to change the number if circumstances change.

6 Monitoring and review

- 6.1** This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

Date: September 2023