



## Admissions Policy



### 1 Introduction

- 1.1 St. Andrew's Primary School Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. Our admissions policy conforms to the regulations that are set out in Durham County Council's Children and Young Peoples Services Primary Schools Admissions Document, available on their website.

### 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 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, for example if there is an excessive 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 local authority school and, in being so, we determine the admissions arrangements in agreement with the local authority. The local authority publishes its entry regulations every year on its website [www.durham.gov.uk/education](http://www.durham.gov.uk/education). Parents can apply for a place for their child at our school through this website. If any parent does not have access to the internet to be able to do this, they can call into the school and the school will provide support to enable an application to be made.
- 3.2 The local authority website 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 a particular school. Applications should be completed for children starting their primary education by the date stated on the website. The local authority will notify parents of the decision as soon as all of the applications have been considered.
- 3.3 In this area, children enter primary education at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to school during the year their child is five should ensure that they apply by the end of December the previous year.

## **4 How can parents apply for a place in our Nursery?**

- 4.1 Parents can collect a Nursery place admission form from our school office or can request a form by phone and one can be posted to your address.
- 4.2 We arrange our waiting list by birth order. In addition, the school may take into consideration the vicinity of the home to the school and siblings that already have a place in our school.
- 4.3 We currently take children as “rising 3’s” meaning children can come to Nursery during the term before they are 3yrs old which means children can start Nursery in September, December and April depending on the child’s birth date.
- 4.4 We offer 5, 3 hour morning sessions to all Nursery children and those who are 3 years old can opt to either pay for afternoon sessions or can apply for 30 free hours if eligible.

## **5 Admission appeals**

- 5.1 If the local authority do not offer a child a place at this school, this will be because to do so would prejudice the education of the other children by allowing the number of children in the school to increase too much.
- 5.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the local authority. 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 who had previously been 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 available at [www.durham.gov.uk/education](http://www.durham.gov.uk/education).)

## **6 The standard number**

- 6.1 The “standard number” is the number of children the local authority considers the school can accommodate. The standard number for our school is the same across all age ranges:  
Reception and Years 1 to 6 are all set at 25 children.  
We keep this number under review and the governors will apply to vary this number if school circumstances change.

## **7 Sizes of classes for infants**

- 7.1 We teach mixed infant children (aged five to seven) in classes that have a maximum number of 25 children.

## **8 Monitoring and review**

- 8.1** 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 authority team.

Adopted Sept 2020

Signed *N. James* (Head Teacher)

Signed *J. Waine* (Chair of Governors)

Review date September 2022