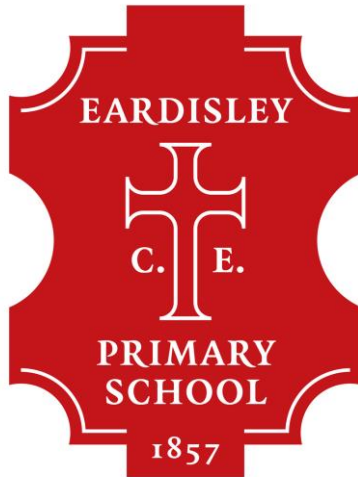


EARDISLEY CE PRIMARY SCHOOL



## **ADMISSIONS POLICY 2023-4**

**This policy will be reviewed on an annual basis.**

Eardisley Church of England Primary School is a warm, friendly and inclusive school, steeped in Christian values. As a Voluntary Controlled primary school, we offer a Christian, values-based foundation to welcome and serve children and their families of faith or no faith.

The Herefordshire Council admission procedure is fully explained on the council website [Information for parents admission to primary school for 2024 \(herefordshire.gov.uk\)](https://www.herefordshire.gov.uk/information-for-parents-admission-to-primary-school-for-2024)

This policy should be read in conjunction with the information on the council website. The Herefordshire Admissions procedure outlines admission for pupils with an Education and Health Care Plan, for those with exceptional social, medical or compassionate grounds, and for those arriving from overseas. All applications for school places should be made on the online form on the council website.

Our school admission policy statement is as follows:-

*Children can be admitted to Eardisley CE Primary School in the September prior to their 5th birthday. We will adopt a flexible approach and discuss fully with parents the most appropriate options for individual children.*

### **Date of Admission**

Children reach compulsory school age at the beginning of the term following their 5th birthday but schools must provide for the admission of all children in the September following their fourth birthday. Most children in Herefordshire, however, start school at least a term earlier than the law requires.

### **What happens if the school is oversubscribed?**

Our Planned Admission Number (PAN) is 15. This is set by Herefordshire Council. However, if the number of applications exceeds the PAN for any one year group, the following criteria will be applied. When there are more applications than places, in a voluntary controlled school, children are admitted on the basis of the published policy listed in Appendix A at the end of this policy.

### **Option for Part-Time Attendance**

Children starting at Eardisley CE Primary School normally begin on a fulltime basis. If parents prefer, however, they can request that their child attends on a part-time basis until the child reaches compulsory school age. In some circumstances, it may be that an initial part-time attendance is advisable until the child is of compulsory school age.

### **Option for Delayed Entry**

The law does not require a child to start school until the start of the term following their fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the autumn, spring and summer terms. These

dates are 31 August, 31 December and 31 March. Therefore, parents are not obliged to take up the offer of a place in September and they can delay the admission until the beginning of the spring or summer term in the term after the child's fifth birthday.

### **Deferred Entry – Summer Born Children**

As previously stated parents are not obliged to take up places for their children any earlier than the law requires (i.e. currently from the term following their 5th birthday.) Schools cannot require children to start sooner than parents wish. If parents do wish to defer taking up a place for their child, they are strongly advised to discuss the matter first with the school or with the Pupil Admissions Office, and parents must apply by the closing date for applications (see council website for current date). Parents who have applied for and have been allocated a place for a particular school have every right to wait until the term specified in the Council's standard admissions policy or until compulsory school age.

However, there could be complications for pupils with birthdays between 1 May and 31 August, as the term for compulsory admission would be in September at the start of the following school year. In the case of a summer born child therefore the admission would normally be directly into Year 1 (i.e. missing the reception class) in order to keep the child in his/her year group. In this respect a child would normally be placed directly into Year 1 and therefore would have missed the reception class but the school may not be able to guarantee a place if the class group had already reached its Published Admission Number (PAN). If parents wish, in these circumstances, to consider placing their child in a year group below the child's chronological age then please take check the information contained in the Herefordshire Local Authority policy "Children Out of Year Document" available to view on the council website at

[https://www.herefordshire.gov.uk/download/downloads/id/2475/children\\_out\\_of\\_year\\_guidance.pdf](https://www.herefordshire.gov.uk/download/downloads/id/2475/children_out_of_year_guidance.pdf).

### **Admission process for children with an EHCP, additional learning needs or a disability**

Eardisley CE Primary School is an inclusive school and will always want to support families as much as possible.

If you think that your child needs to go to a special school/academy, talk first to your portage worker, child's playgroup, nursery or early years centre.

### **If your child has an Education Health and Care Plan (EHCP)**

If your child has an EHCP there is a different admission procedure for applying for a reception place.

- At the Annual Review there should be an opportunity to discuss which primary school/academy may be suitable to meet your child's needs. A copy of the Annual Review will be sent to the Council's Special Educational Needs (SEN) Team, who will then contact the school/academy named in the report to

request a place for your child and may also discuss potential alternative settings with you.

- You do not need to submit an application for a child with an EHCP as places are allocated in the school that has been named in the child's EHCP. If an application is made then this will be discarded. If you wish a different school for your child other than the one currently named in your child's EHCP you will need to contact your SEN Officer.

If you would like to discuss your child's transition to primary school, you can contact the SEN Team on 01432 260178 or email [SENteamdiary@herefordshire.gov.uk](mailto:SENteamdiary@herefordshire.gov.uk)

### **If your child is waiting for an EHCP to be finalised**

If you are in the process for applying for an EHCP, apply for a reception place following the standard online admissions process. Once the EHCP is finalised, your application can then be withdrawn if necessary.

[Apply for a primary school place for September 2024](#)

If your child has additional learning needs or a disability and does not have an EHCP

You will need to apply for a reception place following the standard online admissions process, in the same way as all other children.

[Apply for a primary school place for September 2024](#)

If you have concerns about the process or the choice of a suitable school/academy, you may find it helpful to discuss this with your child's pre-school setting or other professionals involved with your child's education and welfare.

The Local Authority [Special Educational Needs section](#) has more information and guidance.

### **Exceptional medical, social or compassionate grounds**

A request for a place on these grounds must be made to the local authority and supported by a medical certificate or other appropriate information. This should name Eardisley School and set out the reasons why this school is the only school suitable that can meet your child's needs and the difficulties likely to occur if your child has to attend another school. If you do not submit documentation your application will not be considered under these criteria. Applications on such grounds will be considered by an appointed advisory panel.

### **Children arriving from overseas**

In most cases, children arriving from overseas have the right to attend schools in England. School admission authorities must not refuse to admit a child on the basis

of their nationality or immigration status nor remove them from roll on this basis. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school.

For overseas nationals entering the UK who wish to apply for a state-funded school, parents need to check they have a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

Full information is available on GOV.UK in the [government's guidance on school applications for foreign national children and children resident outside England](#).

National guidance

You can also find more information on the following national sites:

- [GOV.UK - School admissions](#)
- [GOV.UK - Summer born children school admission](#)
- [Ofsted](#)
- [Information for parents on how Ofsted is changing the way it inspects schools](#)
- [GOV.UK - Department for Education](#)



