



# ADMISSIONS POLICY

REVIEWED November 2017

## **GEORGIAN GARDENS C.P. SCHOOL**

### **Policy for Admissions – Early Years**

#### **Aims**

- To give children and parents as much information as possible about Georgian Gardens C.P. School and the education we provide.
- To make each child's entry to school happy, successful and stress free.
- To begin a lasting partnership with parents.
- To comply with local and national procedures and regulations.

#### **Procedures**

By law children must start school in the term following their fifth birthday. At Georgian Gardens C.P. School children may start earlier. (This is in line with the LA Policy). They may start as follows:

Birthday	Autumn Term	Spring Term	Summer Term
Sept-Dec	Full-time	Full-time	Full-time
Jan-April	Part-time/option of Full-time	Full-time	Full-time
May-Aug	Part-time	Part-time/option of Full-time	Full-time

Parents who have children eligible to come to Georgian Gardens at Yr R will be contacted by the Pupil Admissions Office in the year before they are eligible to start school. Parents will be asked to state their preference of schools.

The standard number of admissions for our school is 60 in Year R (DCFS Guidelines). Places are allocated on the following bases:

- If the child is in our catchment area.
- A brother or sister is already at Georgian Gardens C.P. School.
- A request from admissions at the Pupil Admissions Office.

At Georgian Gardens, an 'open morning' for parents of pre-school children is held in November. During this 'morning', parents will be able to meet the Headteacher and other staff and are shown around the school by our older pupils. Parents are given the opportunity to observe the school in action.

All decisions about entry to Year R will be made by the Pupil Admissions Office. Decisions are made in February and parents are informed accordingly.

For those families who/whom have been unsuccessful, the Admissions Section of the Education Office sends a letter and details of what to do next. Parents do have a right of appeal.

Once admissions are confirmed, we welcome parents to a New Parents' Meeting in June. (See our Policy for the Induction of Pre-School and Post-Reception Children for detailed arrangements.) We also invite the child into school on two mornings before the term they begin. All children are also visited at their pre-school setting and all have home visits.

## Admissions policy for Georgian Gardens CP School

The admission policy of this school is common to all County and Controlled schools in West Sussex.

The policy is outlined in the leaflets "**Starting School in September 2018**". Copies of this leaflet are available on the Georgian Gardens CP School website.

All parents are encouraged to apply using the online application system at [www.westsussex.gov.uk/admissions](http://www.westsussex.gov.uk/admissions) Deadline for completed online applications to be submitted is **Monday 15 January 2018**.

The Pupil Admission Number (PAN) as of September 2018 is 60 children. Year groups of 60 pupils are made up of children who must have reached:-

- 5 years of age by 31<sup>st</sup> August for Year 1
- 6 Years of age by 31<sup>st</sup> August for Year 2
- 7 years of age by 31<sup>st</sup> August for Year 3
- 8 years of age by 31<sup>st</sup> August for Year 4
- 9 years of age by 31<sup>st</sup> August for Year 5
- 10 years of age by 31<sup>st</sup> August for Year 6

Children in the designated area for the school are given first priority for places in the school.

Parents of children living outside the designated area can register a preference for a place at the school but may be offered a place only if the number of pupils in the age group required is below 60.

Children transferring from Georgian Gardens CP School to secondary schools will be admitted according to the admissions policies of the school for which they have expressed a preference.

The Local Education Authority will deal with all admissions.

Whilst every effort will be made to admit children living within the designated area it must be accepted that if a year group becomes so overcrowded that it affects the standard of education of the current pupils the Area Education Office will arrange alternative places in other schools. Parents have the right to appeal against a decision.

Please read the following leaflets for more information:- leaflets "**Starting School in September 2018**".