

# Leechpool Primary School

## ADMISSIONS POLICY



Reviewed:

Summer 2018

Headteacher:

Mrs Nicola Davenport

Chair of Governors:

Mr Stephen Humphreys

## **Admissions Policy**

### **1) This policy should be read in conjunction with current W.S.C.C. guidance and policies: -**

- Scheme of Co-ordination
- Oversubscription Criteria
- Planning of Primary School Places

This policy is designed to ensure consistency for all admissions to Leechpool Primary School.

Leechpool has a total **Published Admission Number (PAN)** of 420, which equates to 30 children in each class and 2 classes in each year group from Reception to Year 6.

### **2) Agreed Procedures:**

- Enquiries about admissions will be handled by the School Administrator, who in turn will keep the Headteacher informed of all such enquiries and numbers on roll.
- The School Administrator will keep County Admissions advised of our current numbers on roll.

### **New Intake Admissions**

- All new intake admissions will follow county procedures, defined in the above mentioned documents.
- Regular tours of the school will be available throughout the consultation period for new intake parents.
- Once county have made a formal offer of places to new intake children, the school will immediately follow this up with a welcome letter asking the parent / guardian to formally accept the place, in order that numbers and arrangements can be formalised.
- All new Foundation Stage children are offered the opportunity to attend school full time from September regardless of their age. If individual parents have concerns over this, the opportunity to discuss an alternative start pattern will be offered.

### **Ad-hoc Admissions**

- All ad-hoc enquiries will also be referred to the county admissions team – based in County Hall North.
- The School Administrator will arrange tours of the school for all ad-hoc enquiries and will advise and liaise with county admissions.
- The school will not offer any places without prior consent of the county admissions team.
- Class places for ad-hoc admissions are allocated at the Headteacher's discretion, taking into consideration the following criteria:- the number of pupils in each class; the number of boys and girls in each class; meeting the needs of current and new pupils; creating an even balance across the year group and teacher experience.

- If a parent wishes to transfer their child to Leechpool from another local school, we will check that the previous school is aware of the situation. We will not be seen to 'poach' pupils from other schools. The Headteacher will speak to the Head of the other school before agreeing any actions. All such requests must also be referred to county admissions.
- Leechpool will speak to the previous school and request a Common Transfer File in order to put the child on roll.

### **Withdrawals of Pupils**

- Withdrawal of a pupil should be discussed with the Headteacher, unless it is purely due to relocation. In all cases a Pupil Withdrawal Form should be completed and county admissions advised.
- If a parent wishes to transfer their pupil to another local school, then a meeting with the Headteacher will be arranged. The Headteacher will speak with the other school involved before making any decisions. County Admissions will be advised of all such enquiries.
- In line with Safeguarding Children - Leechpool will never take a pupil off roll before determining that they have joined their new school.

### **3) Is this working?**

We consistently monitor our admissions processes and procedures to ensure we maintain the highest standards by asking ourselves the following questions. Appropriate comments about our admissions process from the parents considering Leechpool Primary for their child are always welcome and should be sent to [office@leechpoll.w-sussex.sch.uk](mailto:office@leechpoll.w-sussex.sch.uk)

- Are our admissions procedures consistent?
- Are we following County Guidelines for Admissions?
- Are County up-to-date with our Numbers on Roll?
- Do we offer a consistent welcome to all new enquiries?
- Does our Admissions Policy ensure the safety of all pupils?