

Cheslyn Hay Primary School



Process of Development

First Draft: March 2016 (J. White Acting headteacher)

Updated:

Reviewed:

Updated:

Name of policy

Admissions

Cheslyn Hay Primary School is part of an inter LA Co ordinated admission scheme and all arrangements follow the protocols laid down by the Staffordshire County Council determined admission arrangements for community and voluntary controlled schools.

(See appendix A - this is updated on an annual basis)

The school will endeavour to assure fair access arrangements for all by providing help and information for parents regarding nursery, reception and high school admissions as well as in year transfers. In the first instance parents should contact Mrs Gaynor Cocker in our school office, more detailed queries can be dealt with by the Head teacher.

In the case of oversubscription waiting lists will be held by the local authority. Parents can enquire how many are on the waiting list and what place they hold .

Information about admission to Staffordshire primary schools can be found online:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/primary/home.aspx>

Parents are reminded that:

You **must** make an application, even if you have an elder child attending your preferred school.

Be realistic about the schools you apply for. It is recommended that you include your catchment school as one of your preferences, as otherwise you will **not** be considered for a place.

You are **strongly** advised to make more than one preference. Failure to do so could have repercussions in terms of the distance your child is required to travel to school. Please see the [summary of information](#) relating to applications for September 2015

Attendance in the **nursery class** does **not** give any priority for admission into Reception class.

All applications are considered at the same time. Priority is **not** given to those who put the school first, or on a 'first come first served' basis.

List the schools in the order that you would most prefer them, and not the order you think you might get them.

The order in which you list the schools is **only used** if you could be offered more than one school. In this case, you would be offered whichever of those schools was highest on your application.

Understand the admission criteria for each of your preferences. This will enable you to assess what order of priority will be given for each preference.

Consider how your child will get to school. Very few children are entitled to free or discounted travel assistance.

You **may be required** to provide additional information or submit a supplementary form, if you are applying for an Academy, Foundation or Voluntary Aided school.

It is **your responsibility** to provide any supportive information e.g baptismal certificate or medical evidence. The Local Authority will not seek to obtain this information on your behalf

A useful leaflet for parents is obtainable from the website:

[http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/primary/Aug-15-scasifpocctssi-school-choice-\(4\).pdf](http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/primary/Aug-15-scasifpocctssi-school-choice-(4).pdf)

Appeals: Parents do have a right of appeal. Information about this can be found on:

<http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/admissionappeals/home.aspx>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>