

Paget Primary School Admissions Policy

The Governors at Paget Primary School follow the Local Authority's Fair Access Policy and protocol on admissions which states as follow:

“Children are admitted to schools in accordance with parental preference as far as possible. However, where there are more applications than there are places available, places at community and voluntary controlled primary schools will be offered a place based on the following priority.”

1. Looked After Children and Previously Looked After Children. A previously looked after child is one who has left care through one of the following routes:
 - Subject to Adoption Order
 - Special Guardianship Order
 - Child Arrangement Order
2. Children with an Education Health Care Plan (EHCP)
3. Siblings at the school in the September of admission
4. Distance – children who live nearest the school (straight line measurement)

All admissions to Paget Primary School and Nursery are dealt with by the school administration staff, other than the annual procedure for admission to Reception classes in September, this continues to be organised by the Local Authority through centralised admissions.

The Local Authority is notified of all pupil movements in the school year as and when they occur. These include details of children leaving and those who have been offered a place.

The procedures for admission to Paget Primary School (where a place is available) are as follows:

1. After contact is made by the parent/guardian the school administration team will check to see if there is a space available
2. If there is no place available details will be taken and the child placed on the school waiting list
3. When a place is available parents/guardians will be invited to complete an admission form
4. Parents/ Guardians will be invited to meet with the Head Teacher or Deputy Head Teacher and a formal offer of a place given and a start date will be agreed
5. There will be a period of 7 days for parents to take up the place or the place will be made available to the next applicant
6. Once the child has been formally enrolled the school will notify the LA admissions team.

Managing the Waiting List

1. The waiting list will be compiled based upon the admissions criteria set out by the Governors in this policy.
2. When a place becomes available in a year group the school administration team will contact the parent to establish whether they still require a place
3. If a place is still required, Parents/ Guardians will be invited to meet with the Head Teacher or Deputy Head Teacher and a formal offer of a place given and a start date will be agreed
4. There will be a period of 7 days for parents to take up the place or the place will be made available to the next applicant
5. Once the child has been formally enrolled the school will notify the LA admissions team.

Nursery Admissions

The Nursery usually has one intake per year, in September. Should there be spaces available we will offer additional intakes in January and April. We admit children in the academic term following their third birthday. All children are eligible for 15 hours Nursery provision and this is provided over 2 and a half days (full days on Monday and Tuesday and half a day on a Wednesday).

The criteria for Nursery places is:

- LAC children including post LAC
- Children with SEND
- Siblings
- Distance

Review Date: September 2023