

Redfield Edge Primary School



Admissions Policy (Admissions Arrangement)

Date reviewed	April 2024	Next review	April 2025
Policy type	Statutory	Review frequency	Annually
Responsibility	Full Governing Body (delegated group)		
Signed (Chair of Governors)	Name (Chair of Governors)	Signed (Headteacher)	Name (Headteacher)
<i>D Taylor</i>	David Taylor	<i>L Robinson</i>	Lisa Robinson

1.Introduction

At Redfield Edge Primary School, we follow the South Gloucestershire admissions policy and procedure, details of which can be found at <https://www.southglos.gov.uk/education-and-learning/schools-and-education/school-admissions/>

Local Authorities (LAs) give parents the opportunity to say which school they would like their child to attend and provide them with general information about each school before they decide their preference. We encourage parents to visit our school to learn more about it and to make sure it is the right place for their child. Admission arrangements are prepared and published by the LA annually

The governing body of Redfield Edge Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2.Aims and objectives

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

If children wish to join our school in any year group which has a space we invite them to visit and do our very best to ensure their welcome and settling in period is a happy one.

3.Procedures

Parents of children due to start primary education need to make an online application via the South Gloucestershire website <https://www.southglos.gov.uk/education-and-learning/schools-and-education/school-admissions/>

Parents of children moving into the area or wishing to change school (but not for starting in September of the Reception year) need to complete an In-Year Admission form also available from South Gloucestershire or from the school. The school will also advise parents about whether any places are available in any year group. Once we reach our admission number for each year group, we are unable to accept any more children unless in special circumstances. Parents who wish to appeal about an admission decision should contact South Gloucestershire LA direct.

As our school is a community school, the school determines the admission arrangements in agreement with the Local Authority (LA). The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA are published each year by the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained from the Education Department of the LA and should be completed by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form by the date specified, presently January of the year they are due to start school.

Once parents are offered a place they are invited in to an Induction meeting and there are many opportunities for children and parents to get to know the school and each other before they start in reception class. We liaise closely with pre-school groups locally.

4.Admissions for pupils with SEND

Our school admissions process is managed by South Gloucestershire Council and all arrangements are conducted by them. The council is aware that the school is accessible and therefore is able to welcome pupils with a wide range of needs. In certain circumstances, in discussion with South Gloucestershire Council and parents, it may be agreed that Redfield Edge Primary School is not the appropriate setting in which case we will follow guidance and procedures from the 0-25 service when seeking an alternative placement. Through implementation of our Accessibility Plan the school seeks to continually enhance its provision for pupils with SEND.

5.Admission Appeals

If a place is not offered by the LA because the standard number has been filled in that year group parents have the right to appeal.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

6.The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is set by South Glos.

7. Infant class size

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

8. Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our schools or the local area.