

A decorative graphic featuring three blue circles of varying sizes and two thin blue lines. One large circle is at the top center, a smaller one is below it to the right, and a large light blue circle is at the bottom right. Two thin blue lines intersect to form a 'V' shape, with one line passing through the top circle and the other passing through the middle circle.

# **Whartons Primary School Admissions Policy**

**Date of Policy:** May 2020

**Member(s) of staff  
Responsible:** Resources Committee

**Review Date:** May 2021

## The Whartons Primary School

### Admissions Policy

#### **Full Time school**

Children are legally required to start full-time school in the term after their fifth birthday. At The Whartons your child may start full time school in the September of the academic year in which they are five.

Applications for places are dealt with by [Leeds Authority Pupil Admissions Department](#) (0113 2224414).

It is Leeds policy to handle all questions and issues arising; schools remain neutral in this process.

You should receive a School Preference form in the October before your child is due to start full time school. This can be returned to school or returned to the Local Authority. You will be informed by the Local Authority which school you have been allocated in April of the following year.

Priority for places is given to children:

- in care
- with Special Educational Needs
- who already have a brother or sister at the school
- who live closest to the school measured in a straight line

The flexibility of our Early Years Unit means that transition to full time education from Foundation 1 is smooth because the child knows the setting and all the adults.

Once we know our exact intake, we begin the process of ensuring every child's entry into school is happy and relaxed. In the Summer Term before the September start, parents come to an Open Evening to find out more about how we work and ask any questions they might still have. This meeting also gives parents the opportunity to meet and talk with the Reception class teacher and other support staff. Soon after, children are invited to visit the Reception class for a series of visits.

#### **Entry into Years 1 – Years 6**

Parents of older children, moving into the area, are welcome to make an appointment to visit the school and to discuss admission with the Headteacher. When there are places available, the Headteacher will speak to the previous school to determine if there are any additional needs/circumstances before offering a place. If no house move is involved, the pupil would usually start at the beginning of the next term.

When there are no places available in a particular year group, pupils can go on the waiting list. Parents have the right of appeal if they are not offered a place for their child.

Full details of the criteria used are available from Leeds authority, admissions policy for both entry into Reception at 5, or for transferring pupils at other times.

J.Dickson 2017

**Date ratified by resources committee: 5<sup>th</sup> May 2017**

**Next review date: Spring 2018 (every year)**

#### **Associated Policies:**

SEN

Teaching and Learning