



Lingwood
Primary Academy

RECEPTION ADMISSION POLICY 2016

**Agreed by
Local Advisory Board**

Date:

Signed:

To be Reviewed: Spring 2017

Introduction

The admission process is administered by the LA Admission Team.

The standard intake number for Reception is 30 children from the designated catchment area.

Parents from outside this area may request a place at Lingwood Primary Academy providing there are vacancies. If the school becomes oversubscribed places will be allocated on the following priorities:

Children

- For whom their Education Health Care Plan names the school or Looked After Children.

Children who live within the designated area and who

1. Have a sibling who is attending the school at the time of their admission
2. Have no sibling connection with the school

Children who live outside the designated area and who

1. Have a sibling who is attending the school at the time of their admission
2. Have no sibling connection with the school

In the event of over subscription in any of these criteria then those living closest (as “the crow flies”) to the School will be given priority.

By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child’s entry into school until later in that academic year.

Children will be admitted into school in accordance with the Local Authority policy for the year 2016/2017.

All children will start school full time at the beginning of the autumn term.

Information regarding admission will be published in the School Prospectus.

Organisation and Procedures

- To give children the best opportunity for settling smoothly into school, entry will be staggered for the first week. The attendance of children who are under statutory school age is optional and it may be appropriate for these children to attend part time. Parents should be informed that if either the school, or themselves feel that it is not in the best interests of the child to be in school full time, then timing and duration of attendance would be negotiated.

- The school prospectus will be given to parents at the meeting of new parents.
- Parents and children will be informed about the induction programme before the children start school.
- There will be a liaison programme between school and pre-school organisations to ensure that smooth and effective transition of new children.
- Pupil's records will record all people with parental responsibility in accordance with the Children Act.
- It is mandatory for all children to be in school full time from the beginning of the term after they are 5 years of age.