

Lothersdale Primary School has a Local Education Authority accepted maximum admission limit of 15 pupils per year group. Any parents considering sending a child to the school should make an appointment through the school office with the Headteacher. Arrangements can then be made for parents and the child to look around the school.

All parents of children starting this school for the first time are asked to complete an admission preference form. In this form they must state clearly that Lothersdale Primary School is their first preference. These forms are given to the Local Authority and, after discussion with the school, decisions to admit up to 15 pupils are made. Wherever possible, the LA will meet parental preferences, unless to do so "would prejudice the provision of efficient education or the efficient use of resources" [Education Act 1996]

If there are more than 15 forms stating Lothersdale Primary School as the first preference, the LA will allocate places as follows:

- **first** to children with a statement of special educational needs which names the school
- **second** to children and young people in Public Care for whom the school has been expressed as a preference
- **third** to children the LA believe have special social or medical reasons for admission
- **fourth** to children within the normal area of the school who have listed it as their first preference
- **fifth** to children outside the normal area of the school who have listed it as their first preference

For the first year of formal education, children are admitted at the start of the school year in which their fifth birthday falls. The school notifies parents in advance of the annual New Parents' Evening. This is an informal occasion where parents meet the staff and are given an insight into the experiences which their child will have at our school.

It is also a chance for parents to discuss any anxieties or concerns they may have. Each child visits the school for short sessions before their September start.

If a child wishes to be admitted to the school, once their formal education has commenced, and providing their year group has not reached its maximum admission limit, the school will automatically give the child a place-even if he/she lives outside the normal area of the school.

The school follows DFE guidance and legislation restricting KS1 class sizes to a maximum of 30 pupils.

The school is obliged to keep an Admission's Register which will contain the following pupil information:

- name in full
- sex
- name and address of parents. If both parents are not living with the child, then the school must make reasonable effort to obtain the address and telephone number of the absent parent.
- day, month and year of birth
- day, month and year of admission
- each pupils' Unique Pupil Number [UPN]
- name and address of school last attended if any

This information will usually be gathered from a child's parents at the pre-entry interview with the reception class teacher or through completion of the school registration form.

Deletion from the Admissions Register is allowed when:

- a school attendance order naming the school has been altered
- a pupil has been registered at another school
- a pupil is receiving full time education out of school
- he/she has moved to another area
- health has deemed the child legally exempt
- the child has been continuously absent for 4 weeks and after reasonable inquiry there is no information concerning the absence
- a pupil has died

Dual registration is permitted if a child is attending a special school on a part time basis, or temporarily receiving education in a hospital unit.

Approved by the Governing Body Spring 2016

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Policy to be reviewed Spring 2017

Signed by: (Governor)