



Little Sutton Primary School ADMISSIONS POLICY 2017

Agreed at a meeting of the Governing Body on 21st March 2017.

The school can admit up to sixty children in any year group. This figure is reviewed annually by the governors.

If a child is four years old on or before 31st. August, then he/she may start school in the September.

In the event of being over subscribed, i.e. an excess of 60 children, then the allocation of places is made in accordance with the Local Education Authority's published criteria for admissions.

The criteria are as follow:

- a) Looked after or previously looked after children
- b) Children with brothers or sisters already at school who will still be at Little Sutton when they start school themselves.
- c) Children who live nearest to the school by straight line measurement.

The Admissions and Appeal's Officer for North Area Birmingham is available to answer any questions parents may have.

The final date for registration is set by the LEA and is usually in January. The LEA offers Reception places in April for the following September in accordance with published criteria and parents have to accept or refuse the place within a certain time.

Offers of places in other year groups are made to children on the waiting list as places become available and in the order of distance from school according to the criteria above.

The arrangements for children who transfer from another school to Little Sutton are as follows:

1. Parents and child(ren) have an opportunity to view the school at work by making an appointment with the Head Teacher.
2. Once the decision to transfer to Little Sutton has been made, a start date for the child(ren) will be established. Details of the previous school will be taken so that records can be passed on.
3. To assist with a child's transfer, a small group of children in the same year group will be nominated to help them in their new school.

In the event of a year group being full, i.e. 60 children, the school is unable to allocate further places however parents may add their child's name to a

waiting list for future vacancies. In this case any places will be allocated according to the usual criteria. from the Admissions and Appeals Section in the Education Department.

The contact number for Admissions & Appeals is **Tel: 0121 303 1888**

ADMISSION ARRANGEMENTS FOR PUPILS WITH DISABILITIES

Children with disabilities are admitted following an assessment of their needs. All children should have access to the curriculum to the maximum degree ensuring that the risk of any child being treated less favourably is minimised.

Adopted by the Governing Body 21st March 2017