

Heartwood Church of England Academy Trust



Admissions Policy

Policy Owner: Heartwood Heads

Version no: 6

Date Revised: January 2015

Next Review Date: January 2018

Sign off signatory:

Admissions Policy

Introduction

Our governing body 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 was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

Aims and objective

We seek to be an inclusive school, welcoming all children.

All applications will be treated on merit, and in a sensitive manner.

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

A child's level of ability is irrelevant to this school's admissions policy, as are special needs the child may have.

How parents can apply for their child to be admitted to our school?

Our school is a community school and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form to the LA. The LA informs the parents about which school has been allocated to their child. In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Therefore, parents who would like their child to be admitted to this school during the academic year their child is five should ensure that they return the necessary application form to the LA by the end of October the previous year.

Admission appeals

An applicant will be refused if it breaches the standard number for admittance given below. To go beyond this number would, we believe, prejudice the education of pupils already in the school.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA (please contact 01926 742037 for further advice regarding an appeal). An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004).

The PAN (Planned Admissions number)

The 'PAN' is the number of children which the LA considers the school can accommodate. The standard number for each school in the Heartwood MAT is given in Appendix 1. We keep this number under review, and the governors may apply to change the number if circumstances change.

Sizes of classes for infants

We teach R and KS1 children (aged five to seven) in classes that have a maximum number of 30 children. The Governors and Headteacher will attempt to keep KS2 children (aged 7 to 11) in classes under 35.

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the Local Admissions Forum.

The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

Next review date: January 2018

Appendix 1

Heartwood Academy Schools

School	PAN	Standard Number	Size of class Reception and KS1	Size of class KS2
Austrey	15	105	-	-
Newton Regis	17	119 (132 with Nursery)	-	-
Warton	22	177	30	30
Woodside	40	280	30	35