



Admissions Policy

Written by the Headteacher of Durand

September 2009

Agreed November 2009

Revised June 2016

Durand Primary School

Admissions Policy

Introduction

Durand Primary School is within Monmouthshire County Council and all admissions are dealt with by them as the admitting Local Authority.

Aims

We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

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

The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available the Local Authority will refuse admittance. It is the wish of the Local Authority 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.

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

The Admissions Authority for our school is the Monmouthshire County Council, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the Local Authority.

All applications to our school have to be made through the School and Student Access Unit within Monmouthshire County Council.

The Local Authority'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 either online or by completing a form that can be obtained from the School and Student Access Unit within the Local Authority and should be returned by the date stipulated on that form. The Local Authority will notify parents of the decision as soon as all the applications have been considered and the deadline has passed.

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 year their child is five should ensure that they return the necessary application by the end of January.

In-year Admissions and Transfers

For various reasons parents may choose to move their child during term time. If places are available then a casual admission application may be made through Monmouthshire County Council School and Student Access unit.

Admission Appeals

If the Local Authority do not offer a child a place at this school then parents have the right to appeal.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Local Authority. 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.

Waiting List

If your child is not awarded a place at our school their name can be placed on a waiting list held by Monmouthshire County Council School and Student Access Unit. In the meantime your child will be allocated or will remain in another school.

The Standard Number

The 'standard number' is the number of children the Local Authority considers the school can accommodate per year group. The standard number for our school is 30.

How parents can apply for their child to be admitted to our nursery

Pupils are admitted to nursery the term after a child becomes three. Application forms for admittance to our nursery are available from our school office. These forms should be completed and returned to the school together with the child's birth certificate and proof of address for verification. All applications are then forwarded to the Early Years Department at Monmouthshire County Council for places to be allocated.

Monitoring and Review

This policy will be monitored by the governing body and reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

Headteacher:

Chair of Governors:

Date: