



STANBRIDGE LOWER SCHOOL

Admissions Policy

September 2018

1. ADMISSION OF CHILDREN

1.1 Children are admitted to school on a full time basis in the year of their fifth birthday. Parents have the option of choosing full time from September. Children become statutory in the term after their fifth birthday. We recommend that all children start school from September, but parents do have an option for Part time admissions which can be applied in the following ways.

- Children whose 5th birthday falls between September 1st and December 31st will join the school full time at the beginning of the Autumn Term
- Children whose 5th birthday falls between 1st January and 31st March will join the school on a part time basis from September 1st - December 31st for 1 term and then attend on a full time basis at the beginning of the Spring Term.
- Children whose 5th birthday falls between 1st April and 31st August will join the school on a part time basis from September 1st until 31st March for 2 terms and then attend on a full time basis at the beginning of the Summer Term.

1.2 Pre-school children are admitted to Pre-school in the term of their third birthday.

2. SCHOOL HOURS

2.1 The school will start at 9am and finish at 3.30pm.

2.2 In both Key Stages there will be breaks of 15 minutes in the morning and afternoon sessions.

2.3 Lunch breaks start at 12 noon for KS1 children and 12.15 for KS2 children. Lunch ends at 1.15pm.

2.4 Pre-school is open from 9am - 12, five mornings each week during term time.

3. ADMISSIONS CRITERIA

3.1 The school will attempt to meet all applications for admissions to school.

3.2 In the event that the number of places in a particular year group (determined by the Standard Number) is not sufficient to meet the request of all parents, then the following criteria will be applied (in the order shown) to determine how the places will be allocated.

1. All looked after children
2. Pupils living in the catchment area
3. Very exceptional medical grounds
4. Siblings
5. Any other children

3.3 In any situation where the application of the above criteria results in a situation where there are more children with an equal right to admission to the school than the number of available places, the distance criterion above will be used as a "tie-break" to resolve the matter

3.4 It should be noted that in the case of a request for admission to the catchment school, provided the request is made by the specified registration date (see below) the LA guarantees a place at the catchment school. However, the LA will give consideration to alternative placement at another suitable local school when this situation arises.

3.5 If a pupil moves into the catchment area outside the registration date there will be no guarantee of a place at the school if this would mean exceeding the standard number for each year group currently at the school

3.6 At the time of writing, Stanbridge Lower School's standard number for each cohort is as follows

| | |
|--------------|----|
| 1. Reception | 24 |
| 2. Year 1 | 24 |
| 3. Year 2 | 24 |
| 4. Year 3 | 24 |
| 5. Year 4 | 24 |

3.7 See Appendix A for the Proposed Admission Number and exceptions which may result in the admissions number being exceeded.

4. REGISTRATION

4.1 Prior to the year in which children are due to start school, parents should apply for a place at Stanbridge using the Central Bedfordshire School's Application for Lower School form. This can be found on line at www.centralbedfordshire.gov.uk.

4.2 The form should be returned to Central Bedfordshire by the dates specified on the admissions section of the website.

4.3 The LA will allocate places using our Admissions Criteria and contact parents either offering or declining a place.

4.4 Pre-school: Parents can apply for a place at Pre-school using the Pre-school registration form obtained from the school office. The Pre-school Leader will contact parents offering or declining the place in the term prior to the child starting at the Pre-school.

5. REVIEW PROCEDURES

5.1 The school's policy will be reviewed when:

- 1 year has elapsed.
- There is a significant change in the law.
- There is a significant change in staff or pupils
- The school wishes to review the policy.

The Governing Body
September 2018

This policy has been read, discussed and its implementation agreed by teaching and support staff.

This policy was ratified by the full governing body.

Date of Meeting:

Signed Chair of Governors.