

# Mundella Primary School



## Admissions Policy

Date of issue	Next review	Version	To be read in conjunction with in house documents	Updated information
July 2017	July 2018			
Signed: Chair of Governors				
Signed: Headteacher				

1. The Governing Body and LEA have agreed that the admission limit for Key Stage 1 (Foundation Classes and Years 1 and 2) shall be 30 pupils per class. We are a single form entry school.

2. The school is currently working on the basis of a total roll limit of 120 children, and no more than 30 children per class in Key Stage 2.

3. Pupil admissions to the school are guided by a Kent-wide policy. Priority is given according to the following criteria:

a) Looked After Children

b) Current family association (an elder brother or sister in school at the time of entry, where the family continues to live at the same address as when the sibling was admitted or has moved to a new property within two miles of the school)

c) Health reasons (for which a medical certificate will be needed)

d) Proximity to school

There are times when one child from a family can be offered a place but a sibling is not. Year groups run at a capacity of 30 children with 30 in each class. Vacancies do occur, usually when a family leave the area, but these vacancies may not accommodate sibling links. In accepting a place for one child it must be understood by the family that there is no place for the sibling in a year group that is already full. The Governors have agreed that our classes may not exceed 30 children because we believe this is in the best educational and social interest of all our children.

4. The criteria at 3 will be followed in respect of the transfer of children from other local schools or for families moving home to Folkestone. It will also apply to children in the Foundation Year for whom the following additional guidance is given.

5. We admit children to our school in a way which we hope is supportive to building positive attitudes to school and which helps children achieve.

We do not believe it is conducive to a happy "starting school" experience to bring all the children into class on a full time basis when they first start school. Our arrangements for admitting children to the Foundation Year will be explained at our Admissions Evening.

6. Regardless of which "age stream" Foundation children enter, the school has an active induction programme with parents and local nursery schools, play groups etc.

7. For In Year Admissions you must apply directly to the school using an "In Year Casual Application Form" (IYCAF). These forms are available from the school office or the Local Authority. Admissions can occur at any time of the year. If a place is available we will write to you confirming this and the place should be accepted/declined within 10 school days. Should a place not be available, you will be notified in writing and added to the waiting list following the priority criteria as stated above.

For Foundation Classes the following policy applies (regardless of the child's age/full-time education entry date):

a) There is a Common Application Form (RCAF) which should be completed online. The school will assist with this process if required. This must be submitted by the closing date stipulated for that year, preceding the September "intake" of pupils.

b) The procedure for admissions to the Foundation Stage is arranged by KCC and will follow the timetable set by them. The offer of a place at Mundella Primary School will be made by KCC, not the school, as we are a Community School and we have to adhere to their admissions procedure. This will be in the form of a letter which is sent on the date set in the timetable for that year.

8. All prospective parents/pupils are welcome to visit the school. The school office should be contacted to make arrangements.

9. All parents have the right to appeal. Further detailed information is available from the school office.