

School Admissions [administered by the LA]

Rationale:

Children are admitted to school, fulltime, at the beginning of the school year in which they are five.

Children may be admitted straight from home, from our nursery or from other organisations offering pre school education.

Should it be that the number of children wanting a place at St Matthew's exceeds the admission limit of 60, (90 in bulge year) then the following criteria will be used to decide which children are admitted.

1. Brothers and sisters of children resident at the same address who are at present on roll at the school and who will still be attending the school at the time of admission.
2. The children who are members of the Church of England or any other faith organisation that can prove their regular attendance at their "church."
3. Those children resident in the school's catchment area [if one exists] for that year of intake or by distance from school

Special Educational Needs

Governors reserve the right to refuse admission for children, who have been identified as having Special Educational Needs, whose needs cannot be met at St Matthew's. They will, however, do everything in their power to make suitable provision within budget restrictions e.g. ramps, showers, adaptations for visual and hearing impaired and specially trained staff.

The Headteacher will endeavour to ascertain this information at the time when the parents enter the child's name on the waiting list. Admissions of children referred by the school medical officer or by social services will normally be preceded by a multidisciplinary conference called by the referring agency.

Administration

The LA administers our admissions policy with parents applying for a place in January of the year in which their child is due to start fulltime education. Parents are informed of the allocation of places in April and have to confirm their acceptance of the place within 2 weeks.

Parents who wish to appeal regarding the outcome of this process are required to follow the LA guidelines. Parents who are unsuccessful will be placed on a waiting list held by the LA until December. Once the school receives the waiting list from the LA

they will write to all parents on the list, to check that they still wish to stay on this list should a place become available at the school.

Policy Approval & Review

This policy was prepared by the school staff and submitted for approval to the Curriculum Committee at its meeting on 19th May 2003 and then taken to a full Governing body meeting on 10th June 2003.

The policy was last reviewed in February 2016.

Prior to the overall review, problems, which are discovered, will be brought to our regular Tuesday staff meeting.

Any amendments or alterations to the policy will be submitted by the staff to the Governing Body for approval, and the outcome of the biennial review will in any case be reported to the Governing Body as the basis for its regular curriculum policy review process.

This Policy Statement was duly approved and adopted at the above-mentioned meeting.

Signed.....

Chair of Governors

Dated

Signed

Headteacher

Dated