



**Meldreth Primary School
Admissions Policy
(Spring 2013)**

Agreed by Governors: Spring 2013

Agreed by Staff: Spring 2013

Policy review date: Spring 2016

Aims

The aim of this policy is to provide a clear statement for prospective parents concerning admission to primary school.

Objectives

To ensure that parents, governors and teachers understand the Cambridgeshire admission procedures. To facilitate an equal and happy entry into school for every child, irrespective of gender, race, social or physical needs.

Criteria for Admission to Meldreth Primary School, in order of priority

As a community primary school these are our criteria for admission to Meldreth Primary School:

1. Children whose Statement of Special Educational Needs specifies the provision of a place at the school. Children with a special medical need which has been certified by a doctor or psychologist. The statement must state that the child attend Meldreth Primary School.
2. Children living in the village of Meldreth who have a sibling already attending the school
3. Children living in the catchment of Meldreth
4. Children outside the catchment area with a sibling already at the school
5. Children outside the catchment area
6. Children who are out of catchment and their catchment school is oversubscribed and Meldreth Primary would be the nearest school

Cambridgeshire Admissions Process

All parents are required to complete an application form for their child and return this to the Admissions Team (contacts below). Usually the form is completed online but if you do not have access a computer to this please contact admissions for support.

Application for places at primary school usually opens in the middle of November and closes by a specific date in the middle of January. Information as to exact dates may be found at www.cambridgeshire.gov/admissions.

In Cambridgeshire, parents may apply for up to three schools, in order of preference. Schools are not told this information - this remains confidential until an offer of a place is received.

Your child is eligible to start school in the September following their fourth birthday, but legally must start the term following their fifth birthday.

Admissions Team Box No CC 1206 Castle Court Castle Hill Cambridge CB3 0AP		Telephone: 01223 699200 Fax: 01223 7270941	
Office Hours		Mon-Thurs	09:00 - 17:00
		Friday	09:00 - 16:30
Online contact:	admissions@cambridgeshire.gov.uk		
	www.cambridgeshire.gov.uk/admissions		

Admission to Meldreth Primary School

At Meldreth Primary School our Pupil Admission Number (PAN) is 25, this means that no more than 25 children may be admitted to a year group.

To ensure that you make the right choice for your child's entry to primary school, we are happy for parents to visit the school before making an admission to the school. It is important for parents to know that although they may like our school, all places are agreed through Cambridgeshire Admissions Team and the admissions process. The school does not have any jurisdiction over the final choice of school place offered.

Parents will be notified as to whether they have been allocated a place at their chosen school by the end of May, in the term before their child would start in the September. At this point you will be asked to either accept/ decline or go to appeal (with the support of admissions) if your child has not been allocated the school of your first choice.

Admission to the Foundation Stage

During the summer term, we will contact you directly, once you have accepted the offer of a place for your child. At this point we will need to see your child's birth certificate to verify their age and who has parental responsibility for the child; we will also hold a copy on file for our records. Other information will also be collected during the summer term.

The Foundation teacher, Mrs Samways, will offer you and your child the opportunity to visit the school on several occasions during the summer term. A parent's induction/ information evening will be held in May/June. At this meeting parents will hear and receive more information about admission/ induction to Meldreth Primary School and have an opportunity to ask questions directly.

Entry to school in September will be part time for the first week or two. After this we would expect most children to attend full time but individual needs will be discussed with parents. There will be the opportunity for a home visit by the Foundation Staff during the first few days of term, where you can share further information and ask questions.

Admission to other classes

Our Published Admission Number (PAN) is 25. This means that normally no more than 25 pupils per year group will be admitted. When parents approach the school to enquire whether places are available for children other than those coming into reception, we can only offer places where the year group numbers are less than 25. However, all offers of places are made through the School Admissions Team, there are no exceptions to this rule.

If we are unable to offer a place, parents are advised to contact Admissions, who will then try to find a place elsewhere for your child. Parents can make an appeal for a place to be made available at Meldreth and Admissions will advise them on this process. Admissions maintain the reserve list and when the school informs them that a place has become available, Admissions will contact parents of children on the reserve list.

Monitoring and review

This policy was written by the Headteacher and will be reviewed when any changes to legislation are introduced.

The policy was agreed by staff and Governors in Spring 2013 and will be reviewed in Spring 2016 or before if legislation is changed.