

Admissions Policy



Mowmacre Hill

Primary School

This policy is reviewed annually by the Advisory Board and was last reviewed IN: June 2016

Renewal Date :

Summer 2017

Print Name _____
(*Chair of Advisory Board*)

Signature _____

ADMISSION ARRANGEMENTS
Academic year 2016-2017

Published Admission Number: **60**
Religious Affiliation: **Non-denominational**
Pupil Age Range: **3-11**

Primary School
Co-Educational
Day School

Foundation Stage 1

Admissions to Foundation Stage 1 for the academic year 2016-2017 will be managed by the Foundation leader Mr Tim Gilbert and Office Manager Miss Louise Curtis. Times awarded for Foundation 1 children are 15 hours per week and our session timings are 8:45am – 11:45am or 12:15 pm – 3:15pm.

Children may start school following a staggered integration programme. Children awarded a place in F1 are expected to attend regularly. An attendance level below 90% is unacceptable and will trigger a discussion with the attendance mentor.

The Application Process

Applications are taken throughout the year and parents will be notified whether they have been allocated a place during Summer Term. Applications for places in upcoming years will be kept on a waiting list.

If there are too many applications at the time of notifications to parents, places will be awarded from the list in order of receipt of application.

If there are places available after this first allocation the next families on the waiting list will be offered a place. Any application received after that time will be allocated in the order received. Parents who have been unsuccessful will not have a legal right to appeal since the education for this age group is non-statutory.

The allocation of a part time F1 place does not guarantee a place in the main school.

Applications for a full time F2 place must be made to Leicester City Council Admissions Team.

Foundation stage 2 co-ordinated first time admission process for pupils who will be 4 by 31st August 2016 will be managed by Leicester City School Admissions Service based at: **New Walk Centre, Welford Place, Leicester LE1 6ZG.**

Children entering full-time education for the first time (Foundation 2), do so at the beginning of the autumn term in the academic year in which their 5th birthday falls.

Parents need to apply on line or in writing by a date to be specified by Leicester City Council. Parents will be informed by the local authority if they have been successful in obtaining a full time place on a date to be specified by Leicester City Council. Details will be published at www.leicester.gov.uk/education.

FIRST TIME ADMISSIONS

First time admissions for years 1 – 6 are also managed by Leicester City School Admissions Service based at: **New Walk Centre, Welford Place, Leicester LE1 6ZG.**

ADMISSIONS CRITERIA

Places will be allocated to pupils who have a statement of Special Educational Needs which names the school as the appropriate provision.

If there are more places at a school than there are applications, every child who wants a place at the school will be offered a place.

Where there are more applications for places than there are places available, priority will be given in the following order.

The over – subscription criteria for allocation of places for entry are:

1st	Children in care of a Local Authority. <i>(Previously known as Looked After Children).</i>
2nd	Children who are on the 'List of Children Subject to Child Protection Plans' and need to attend an alternative school to avoid the abuser. <i>(Previously known as the Child Protection Register).</i>
3rd	Children who live in the Priority Area (formerly catchment area) for the school.
4th	Children with a sibling (sister or brother) who will be attending the same school but not in the nursery. <i>(Sibling includes; step, foster or half brother/sister living at the same address).</i>
5th	Children whose parents are basing their application on religious convictions.
6th	Children of parents/carers fleeing 'Domestic Violence'. <i>(Subject to verification by a senior Social Worker or current City Council procedures for housing reallocation in cases of recognised domestic violence).</i>
7th	Other pupils

