



## Meltham CE Primary School Admission Procedures

### How are children admitted to school?

Children who will become 5 in the period from September 1st – August 31<sup>st</sup> are admitted to the school full-time from September.

The school follows the admission's policy of Kirklees Children and Young People's Service.

We will admit children to community and Church of England (Controlled) schools in order of priority up to the Published Admission Number (PAN) for the school. If, within any one of the priorities listed, we cannot offer all children a place; we will give preference to children living nearer the school. Distance is measured in a straight line.

The admission priorities are:

1. Children in public care (looked after children)
2. Children who live in the school's Priority Admission Area (PAA) who have an older brother or sister attending from the same address at the date of admission (the younger sibling rule).
3. Children who live in the school's PAA.
4. Children who live outside the school's PAA who have an older brother or sister attending from the same address at the date of admission (the younger sibling rule).
5. Children who live outside the school's PAA.

We will admit children with Statements of Special Educational Needs where the school is named on the Statement.

Notes about priorities:

- a) Children in priorities 1, above may also be admitted above the PAN.
- b) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give priority, up to the PAN, to children living nearest the school. Distance is measured in a straight line.
- c) 'Live' means the child's permanent home at the date when applications close.
- d) For children transferring to a middle school, preference within any of the priority groups above (up to the PAN) will be given to children attending a first school in the middle school's priority admissions area.
- e) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school.

All applications for a place in reception must be made online at

<https://www.kirklees.gov.uk/beta/admissions/apply-primary-school-place.aspx>

Applications can only be made from the September prior to the September that your child is due to start in school. The closing date for 'on time' applications is the 15 January in the same year that your child will start school.

### What happens before my child joins the Foundation Stage Classes?

As parents and carers of children who are offered a place in the Foundation Stage Class you will be invited to a meeting with key staff before your child starts school. The Headteacher will be present and there will be an opportunity for you to ask any question and chat during this time. This meeting takes place in June/July before your child takes up their place in September.

Your child will have one half-day visit in June/July. There will be a further opportunity at the beginning of term in September for you and your child to meet the class teacher before starting full time. In

September entry into school will be staggered over a two week period. Children will attend full time from their first day at school.

### **What happens if my child transfers from a different school?**

If you are moving into the area and your child is transferring schools, every effort will be made to make your child feel welcome. You are most welcome to visit the school prior to starting and your child can spend time in their new class before admission. Please phone the office to arrange this.

### **What information does the school need from me?**

On joining our school you will be asked to complete an information sheet giving contact numbers and medical details for your child. We also request permission for off site visits and to use photographs and video of your child within school. If any of this information changes we need to be notified immediately.