

Prince Edward Primary School



Admissions Policy



Aims

- To provide clear, objective criteria for admissions, to comply with Sheffield Children and Young People's Directorate guidelines, and to seek to ensure that parents and the school liaise together for the benefit of the children.
- To ensure that if there are not enough places at the school in particular year groups, that the school is consistent in dealing with parents who express a preference for Prince Edward Primary School.

Criteria

Prince Edward Primary School has an admission number of 60 per year from Reception to Year 6. It is designated as a two form entry school. All children (regardless of race, gender, religious belief or affiliation, intellectual or physical ability, social or cultural background) have equal access to places in our school. Where oversubscription occurs, places will be allocated in accordance with the oversubscription criteria and managed by the local authority (see below)

Oversubscription Criteria

The following is the order of priority in which applications should be considered if we are oversubscribed:

- 1) Children in Care or previously in care
- 2) Catchment area & sibling
- 3) Catchment area
- 4) Siblings
- 5) SEND

Once all available places have been allocated, unsuccessful applicants will be placed on a waiting list. Children will be prioritised based on the oversubscription criteria listed above. School have no control over the waiting list or of allocation to school. This is managed by Admissions with the Local Authority.

Foundation 2 – Reception

Places will be prioritised in school reception based on existing Sheffield City Council Policy. See 'Entrance into Reception' - available online at: <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

Parents have the opportunity to choose when their child enters Reception. (See the table below) Parents\Carers also now have the option for their child to start in Reception part time (less than 25 hours per week). Parents\Carers need to be aware that application for a Reception place is not affected by the term they wish their child to start. However, if they choose to delay entry and the child would enter straight into Y1 instead of Reception they would need to re-apply for their place.

Children who have their 5th birthday between 1st September and 31st December:

- A full-time school place in the Reception class from September
- OR**
- A part-time school place in the Reception class from September
- OR**
- A part-time place in an early years setting (15 hours)

These children must start school in January full-time as they have reached statutory school age

Children who have their 5th birthday between 1st January and 31st March:

- A full or part-time school place in the Reception class from September
- AND/OR**
- A full or part-time school place in the Reception class from January
- OR**
- A part-time place in an early years setting (15 hours)

These children must start school in April full-time as they have reached statutory school age

Children who have their 5th birthday between 1st April and 31st August:

- A full or part-time school place in the Reception class from September
- AND/OR**
- A full or part-time school place in the Reception class from January
- AND/OR**
- A full or part-time place in the Reception class from April
- OR**
- A part-time place in an early years setting (15 hours)

Wait until compulsory school age – the following September of the next academic year. This will be a direct entry into Year 1 and parents will have to re-apply for a school place. A school place cannot be guaranteed.

Reception Parents must note:

All foundation applications have to go through pupil admissions at Howden House. If more than 60 applications are received priority will be as follows:

- First priority will be for children living within the defined catchment area of the school. This area is defined by the local authority.
- Second priority will be children with brothers or sisters attending the school.
- Third priority will be for any children outside the catchment area up to the admissions limit of 60. If parents receive a letter to say that they have not been successful in gaining a place they have a right of appeal to the Children and Young People's Directorate (CYPD).
- The Governors do not wish any class in the school to have more than 30 pupils, as they believe large classes are likely to result in less effective education for the children.
- If a child is cared for by the local authority (LAC) then they will be given priority over all other children on the waiting list.

Procedures for Admission

All new children to our Foundation Stage in September, will receive a home visit to enable staff to meet the child and the family and to ensure that the appropriate paperwork is completed. Parents/Carers will have the opportunity during this home visit to discuss their child's needs, to ask any questions about our school and to receive information about our Foundation Stage through our child and parent information booklets. We endeavour to visit or speak to all previous settings for children in Foundation Stage in order to make the transition thorough and effective. Parents considering enrolling their child in our Foundation Stage are invited to visit the school at a mutually convenient time. Appointments may be made by telephone, email and letter or by calling in to school.

Parents who wish to apply for a Reception place are directed to the pupil admissions page on the Sheffield City Council website:

<https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place>

Parents/carers may also review our Early Years Foundation Stage Policy for more information.

Transfer between schools – Foundation Stage 2 – Y6

Parents are entitled to transfer their children to alternative schools during the year. They should ensure that this is in the child's best interests. Sheffield uses a common transfer form which can be obtained from the office in electronic form or from Howden House. If a child transfers from Prince Edward Primary we are not in a position to hold their place open and there is no guarantee of re-admission should circumstance change.