

Low Trenchard Primary School

Admissions Policy

The school conforms to the Admissions Policy laid down by the Local Authority.

Aim

The aim of this policy is to set out clearly the procedures for admission to **Low Trenchard Primary School**, so that parents, governors, staff and the community are aware of time-scales and criteria.

The Admissions Process

Devon County Councils School Admissions Team makes offers on behalf of schools for full time admission in the academic year. Whether a parent chooses to defer admission or take up a part time place rather than a full time place in September is a matter between the parent and the school.

Children will normally be admitted in September, although it is possible that admission can be made in January, and even April according to the child's date of birth and parental choice. Schools cannot oblige a child to start in January rather than September, but a parent can choose to admit at the beginning of the term following the fifth birthday. It is anticipated that the majority of children will be admitted in September.

Admission to school can be deferred until the child reaches statutory school age – at the beginning of the term following the child's fifth birthday. If a parent wishes to defer admission, they must inform the head teacher and that place will be held open until the start of the term after the child's fifth birthday during that academic year and will not be offered to another child. If the parent does not let the head teacher know and the child does not start on that date offered, the place will be withdrawn and may be offered to another child.

Parents need to apply as normal by the deadline in January and, after a place is offered, they must inform the head teacher that they wish to defer. The child's place at the school will be kept open for them to join at the later date.
www.devon.gov.uk/admissions

Applying for a place

Parents must complete the registration documentation in the First Step booklet which is available online at www.devon.gov.uk or will be posted to them by the Local Authority. Parents are also asked to contact the school to advise them that they have applied for a place for the school's own information

Parents will be notified by the Local Authority whether a place has been allocated.

Where the number of children registered for places does not exceed the schools Planned Admission Number, then all children will be offered a place regardless of other factors.

In Year Admissions

Parents of children who live in the Devon LA area must complete a Common Application Form (CAF) if they wish their child to be admitted to school other than at the first intake to Reception.

CAF forms are available from the School Admissions Team.

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