



Meadows First School Admissions Policy

Date: July 2023

Date of review: July 2025

Head Teacher: S Hewitt

Chair of Governors: A Lynch

MEADOWS FIRST SCHOOL

SCHOOL ADMISSIONS POLICY

Meadows First School is a Nursery to Year 4 School with a specialist Mainstream Autism Base. This policy is for admission to the mainstream school only and the admissions policy and criteria for placement in the Mainstream Autism Base and Nursery are separate.

The planned admission limit for the Foundation Stage of Learning (Reception pupils aged 4 to 5) is 60 pupils, and children are admitted to the school in accordance with the Worcestershire County Council Admissions Policy.

Our intention is to admit all children starting the Reception Year within the first 2 weeks of the September term. Initially the children will attend on a part time basis in order to settle them into their new routines and environment as quickly as possible. After this, the children will be in school on a full time basis. We reserve the right to alter these arrangements on a yearly basis. Parents will be advised of individual starting dates during June.

In order to ensure a smooth transition from nursery, playgroup or home to the Reception Year at Meadows First School a number of procedures are in place. Information is fed through from previous settings to school. Staff from the school will visit children in their previous setting, where this is possible, in order to gather information as well as to interact with the children. Each child will usually be given the opportunity to visit the school for a play session in the summer term before their starting date on September.

Statutory Requirement

By law, children are not required to attend school until the term following their 5th birthday, however in line with Worcestershire County Council Admissions Policy we encourage parents to admit their child to school in September.

WORCESTERSHIRE COUNTY COUNCIL ADMISSIONS POLICY

Local Authorities are required to operate a coordinated admissions scheme for First, Primary & Middle Schools. Under the scheme, LAs are required to co-ordinate with neighbouring authorities and all admissions authorities within their area to ensure that only one offer of a school place is awarded to pupils.

How to apply for a school place in the normal round of admissions

The parents of ALL pupils resident in Worcestershire, including parents whose preference is for the catchment area school for the child's home address, seeking a place at any First/Primary or Middle School, including any Academy, Foundation or Voluntary Aided Schools, and any School outside Worcestershire, **must apply online by visiting** <https://www.worcestershire.gov.uk/schooladmissions> Applications open on 1st September. If you do not have access to the internet, you need to request information by phoning County admissions on: 01905 822700. The parents of pupils resident outside Worcestershire, but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the "home" LA. (The "home" LA is defined as the Local Authority relevant to the Child's home address). The "home" LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places. Please note that the school **does NOT** offer its own admissions to pupils – this is done entirely through County, who allocate places to all maintained schools. All queries must be placed through County admissions and not directed to the school.

Notification

For pupils resident in Worcestershire, offer emails are sent direct to parents from the Pupil Admissions and Transfers Section, even if it is on behalf of the governing body of an Academy, Foundation or Voluntary Aided School, or a school in a neighbouring LA. In the few cases, where it may not be possible to offer a place at any of the preferences nominated on the application form, a place will be offered at the nearest school with available places. The offer email will include an acceptance/decline form **which must be returned** by the date specified in the offer email.

For pupils not resident in Worcestershire, the offer or refusal emails will be sent direct to parents by the home LA, even if it is for a school in Worcestershire.

Admissions to schools outside the normal round of Admissions

The procedure for in-year admissions for Worcestershire residents is as follows;

- 1) Parent/Carer contact admissions via County website (www.worcestershire.gov.uk)
- 2) Parent/Carer to complete the application form online and forward to County.
- 3) The Home Local Authority will co-ordinate with any relevant admission authorities on behalf of the parent to determine which is the highest ranked offer that can be made.
- 4) The Home Local Authority will write to parents, on behalf of the relevant admission authority, normally within 10 school days, of the form being received to notify of the decision. Where it is not possible to offer a place, parents will be notified of the right of an appeal, on behalf of the relevant admission authority and in most cases, an alternative school will be offered.
- 5) If there are insufficient places for all applications received at a time, then priority will be decided in accordance with the published admissions criteria for the school.

The parents of pupils resident outside Worcestershire but who wish to apply for a place at any Worcestershire school, must complete an application form provided by the “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure that the application details are passed onto Worcestershire LA for consideration in the allocation of school places, the "home" LA will notify the decision.

If applying after the closing date deadline

You will need to visit www.worcestershire.gov.uk/schooladmissions or telephone: 01905 822700 to request a Late application form.

N.B. Places in schools are allocated on the basis of applications made online on or before the closing date. Therefore, it is very important that you apply by the closing date as applications received after the deadline may be classed as late and you may be unsuccessful, even if you have a child there already or live very close to the school. (You are advised to refer to the Admissions and Transfers to Schools Information for Parents book at www.worcestershire.gov.uk/schooladmissions for full details)

Waiting list for schools that have too many applicants

Waiting lists for maintained Schools, are managed by the Pupil Admissions and Transfers Section at County and are operated in line with the admissions criteria. Parents must contact directly the Pupil Admissions and Transfers Section if they wish to put their son/daughter on a waiting list. Only on receipt of an acknowledgement slip from Pupil Admissions will that child be on the list.

If you wish your child to be on the waiting list for the next term you will need to confirm this in writing at the **beginning of each term to:** Pupil Admissions and Transfers Section Children's Services Directorate PO Box 73 Worcester WR5 2YA or telephone County admissions Tel no: 01905 822700