



## Admissions Policy

This policy is to be read and implemented by the Leadership Team and governors of Bells Farm School. Parents may have a copy of this policy on request.

### **Equal Opportunities Statement**

At Bells Farm we will continuously strive to ensure that everyone in our school is treated with respect and dignity. Each person in our school will be given fair and equal opportunity to develop their full potential with positive regard to gender, ethnicity, cultural and religious background, sexuality or disability.

### **Safeguarding**

The welfare and safety of children who attend our school is our paramount concern. We will promote the health, well-being and safety of the pupils in all we do. We recognise that our children have the right to protection, regardless of age, gender, race, culture or disability. We understand our responsibilities set out under section 175 of the 2002 Education Act and the latest version of the Statutory DfE Guidance 'Keeping Children Safe in Education' to work together in partnership with other agencies to help children to grow up in a healthy and safe environment.

The number of new children we can accept in to Reception each year is 30. We do not operate a selective system.

The maximum number of pupils in any class in the Reception or KS1 will not exceed 30. In the nursery the maximum number of pupils in any session will not exceed 28.

If the number of applications received exceeds the number of places available, the following criteria will be used to determine the children who can be admitted:

#### In order of priority:

- 1) An older brother or sister currently attending the school (including step brother / sister living at the same address)
- 2) If the above criteria do not apply, then the nearness of the child's home to the school main entrance, via roads/paths will be taken into account.

Where any of the above criteria are oversubscribed, then priority will be given to 'Looked After' children, Forces children and children with Statements of SEN.



All admissions for a place Reception class in the September of each academic year will be handled by the Admissions + Appeals department of Birmingham City Council.

Parents should enquire at the Family office for a place in nursery.

In year admissions will be handled by the school. Priority is as stated above with the exception at in-year changes to Year 6, which will be offered for exceptional circumstances only.

The school will maintain a waiting list according to priority as stated above. Exceptions to the policy may be to specific needs of children already on roll.

### **Appeals.**

Parents who wish to appeal against the Governors' decision not to offer a place to their child, must do so by writing to the School Governing Body, stating their case. The Appeals Department will consider the appeal and notify parents of their decision.

### **Admissions Process**

Parents wishing to apply for a place at Bells Farm Primary School for a Reception Class child due to start school in the September following their 4<sup>th</sup> Birthday must:

- Complete the COMMON APPLICATION FORM, which is available from the Education Department. This should then be returned directly to the Education Department

Parents wishing to apply for a place at Bells Farm Primary School for a child at any other time must 1<sup>st</sup> complete an in-year application at current school and ensure that the Head Teacher has signed it. They should then bring this to Bells Farm and request a place/position on waiting list. An appointment with a member of Senior Management will be arranged once the school has a place or once the child is near to the top of the waiting list.

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### **Monitoring of this policy**

This policy will be monitored by the Governing Body Pastoral Committee and will be reviewed by the same committee every two years.

Date of review: September 2018

Next review date will be September 2020