



## ADMISSIONS POLICY AND PROCEDURE

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1. Primary schools like Newbridge do not decide or have control over admissions. Powys County Council is the “Admissions Authority” for the School. This Policy summarises the Council admissions procedure which the School and parents must follow.
2. The School is popular and the Council requires children starting school to apply for admission surprisingly early. The Head Teacher will assist parents on how to follow the procedure.

### Admission Age

3. By law, your child must be attending school full time (or being home-educated) from the start of the term after their 5<sup>th</sup> birthday.
4. From 1 September 2017, a young child cannot start school until the September (start of school year) after their 4<sup>th</sup> birthday. A child whose 4<sup>th</sup> birthday is in September 2017 therefore has to wait until September 2018 to start school.

### Admission Numbers and Appeals

5. The School has 7 Year Groups (aged 4-5 to 10-11). Except in very unusual circumstances, Powys County Council must admit your child to the School unless there are already 17 children with a place at the School in the Year Group which your child would enter. (In Admissions jargon, the School's “Admission Number” is set at 17 because it is assumed that there is room for 17 children in each year)
6. If there are already 17 children with places in the Year Group which your child would enter, Powys County Council must by law refuse admission, but you have the right of appeal to an independent Panel who can overrule the Council decision and order that your child is to be admitted to the School. In deciding whether your child should be admitted, the Appeal Panel will consider whether the admission of an extra child would prejudice efficient education of the children already in the School and, if so, it will balance that against such matters as how close you live to the School, whether there is an older brother or sister already at the School and any special needs of your child making it essential that they attend the School.

### Admissions Procedure

7. Children starting school. If your child will be 4 before next September and you wish him/her to start school, you must fill in the Powys Primary School Parental Preference Form choosing the School and hand the completed form into the School by the beginning of the previous December (the exact deadline date will be about 2 December but varies slightly each year). The School then passes all the Preference Forms to Powys County Council Admissions Team within a week, so the “required date” or deadline for the



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Council to have received everybody's Preference Forms is about 9 December every year. All applications received by the required date are treated equally -- if there are more than 17 applications the Council allocates places according to its criteria and parents are informed of the result by the end of February 2018. Late applications are possible but are dealt with later and may therefore be at a disadvantage.

Example: Your child will have their 4<sup>th</sup> birthday on 10 August 2018. He/she is therefore entitled to go to school full-time from September 2018. The Council requires that the School receives your Parental Preference Form by about 2 December 2017 and for it to reach the Council by 9 December 2017. A late application can be made, but those received by the deadline in early December 2017 will be processed first and therefore the age 4 Year Group for September 2018 may already be 17 (full) if an application is made late.

The Head Teacher may be able to advise on whether the age 4 Year Group is likely to be full or whether there may be a problem with a late application.

- 8 Children transferring from another school. An application can be made at any time (and the child will normally be immediately admitted if there are less than 17 children already in the relevant Year Group, but it is preferable for a child to transfer in at the beginning of a term or half-term.
- 9 Newbridge Playgroup and 3-4 Year Old Provision. The fact that a child has had a place at Newbridge Playgroup (which is not run by the School) or in the 3-4-Year Old Pre-School Setting (run at the school) does not give any right or priority to a place in the School.

Parents are encouraged to ask the Head Teacher for help if they are uncertain about the details of the admission procedures.

Revised and adopted pro tem by Governing Body January 2017 pending this revision September 2017 to take account of change of admission age

Signed

(Mrs H.A. Nixon) Head Teacher

(Julian Gibson-Watt) Chair of Governors