

# Netherleigh and Rossefield School

## Admissions Policy

September 2016

### Rationale

Regulations on admission are applied fairly and equally to all those who wish to attend this school.

We are an inclusive school and do our very best to accommodate all children who wish to attend Netherleigh and Rossefield School. The building puts constraints on accessibility to some parts of school which may mean that the school is not suitable for certain children. All efforts will be made to admit any child who wishes to attend.

The only restriction we place on entry is that of numbers. If the number of children applying exceeds the number of places available we enforce the procedure set out below.

### Procedure

Parents are sent a prospectus with an application form. On return of the form, together with an admission charge of £50.00, the child is offered a place.

In the event of there being no places in the year required, parents are informed that their child's name has been placed on a waiting list. At this point children with elder siblings in the school are given priority.

Children can be admitted after their second birthday. In the Early Years they can do part time or full days. Part time is mornings from 8:30am to 12:00pm, or 12.30pm until 3.30pm in the afternoon. All children are expected to attend full time from September of the academic year in which they reach five.

The maximum number of children this school can accommodate is 156.

Children are taught in classes of no more than 20.

### Admission register

The school's admission register contains the following:

- name in full;
- sex;
- name and address of every person known to the proprietor to be a parent of the pupil

- where a parent notifies the school that their child is to live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the school to ascertain this information.
- at least one telephone number at which the parent can be contacted in an emergency;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any;
- for children who have left the school, the name of the destination school (or additional school, in the case of dual registration)

The name of a pupil must be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the pupil will attend the School. For most pupils the expected first day of attendance is the first day of the school year.

**The School must notify Bradford LA when we remove or add a pupil's name to the admissions register at 'non-standard transitions', namely when a compulsory school aged child leaves School before completing Year 6, or joins School after the beginning of Reception. The School is also under a duty to provide information to Bradford LA for 'standard transitions', if requested. Where any of these circumstances apply, the School will remove/add children from the register as soon as possible.**

**The School is obliged to notify Bradford LA when a child fails to attend school regularly or is absent without leave for more than 10 school days.**

Proprietor: Mary Midgley

Headmaster: Richard McIntosh

Date for review: September 2017