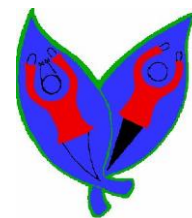


Copthorne Primary School

Admissions Policy



NURSERY ENTITLEMENT

All three and four year children are entitled to 15 hours free Early Years education as from 2010.

NURSERY ADMISSIONS

Children are admitted to Nursery the academic year following their 3rd birthday and, usually, as soon as reasonably practicable after their 3rd birthday.

Places will be allocated to children in the following priority order:

1. Children who have their 4th birthday between September 1st and 31st August of the academic year in which they are applying for a place.
2. Looked after children
3. Children with SEN as evidenced by a professional for example:
 - a. If they have a significant medical condition and the child's consultant states they must attend a specific nursery
 - b. Social reasons supported by a relevant professional for them to attend a specific nursery
 - c. Children in lone parent families who have no other local family support
4. Brothers and sisters already attending the school at the point of admittance. This does not include cousins living at the same address.
5. Other children

RECEPTION ADMISSIONS

All four year olds are entitled to a free early education place before they reach statutory school age (the beginning of the school term immediately following the child's fifth birthday).

Children are admitted into reception in the September of the school year in which they reach the age of five. However, parents may request that their child's entry to reception is deferred until later in the same school year. The admission criteria will apply to all children seeking a school place, whatever their term of entry. The place offered will be held on condition that it is taken up within the same school year. Children attending a school's nursery are not guaranteed a place in the reception class and a separate application must be made.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

The admission of pupils with a statement of special educational needs is dealt with by a separate procedure. Such children will be admitted to the school named on the statement without reference to the oversubscription criteria below.

ADMISSION POLICIES

Where the number of preferences for a school exceeds the number of places available, priority will be given to children in the following categories:

- 1 Children in public care (looked after children).
- 2 Sisters and brothers of children living at the same address, who are at present on roll at the school, and will still be attending the school at the time of admission (siblings).
- 3 Other children.

When demand exceeds places in any of the above criteria, the distance between home and school, measured by a straight line, from the main entrance of the home to the main entrance of the school building, will be used to decide who is given a place; those living nearest being given the available places.

NOTES

1. The terms “sisters” and “brothers” refers to children who live with the same family at the same address. Children living with the same family e.g. foster children and step-sisters and brothers are also included.
2. “Home address” refers to the pupil’s permanent home at the date of admission. Where a child lives with parents with shared responsibility, it is for the parents to determine which address is to be used for the allocation process.
1. “Nearest Church of England School” is measured by a straight line distance from the main entrance of the home to the main entrance of the nearest Church of England primary school, including those in other local authorities.
2. In each of the above admission policies, proximity to school is used as a tie-breaker, those living closest being given priority. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by random selection.
3. Twins or triplets – where a family of twins or triplets request admission and there is only one place available, it will be for the family to decide whether or not to take up the place for one of their children and appeal for the second or third child in the same year group, or to decline the place.
- 6 Pupils will not be admitted above the published admission number for the school unless:
 - exceptional circumstances apply as defined in the School Admissions Code,
 - where additional school places need to be provided, or
 - the pupil is admitted as part of the ‘fair access protocol’, agreed with all schools in the area.