
Clifford Primary School

Admissions Policy

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Context

This policy sets out to explain the general rules and terminology for admissions of pupils to Clifford Primary School. It is aimed at an audience of parents but will also guide governors and staff who wish the arrangements for admission to the school to be open and fair.

Terms and definitions

Clifford Primary School is a **community school**, which means it is owned, funded and maintained by the Local Authority of Hereford and that it is non-denominational. Like all other Primary schools in the county it is a day school for boys and girls.

Admissions to community schools are on a **non-selective** basis. This means that the school's criteria for admitting pupils is comprehensive and not based on selection criteria such as academic ability.

The school's **catchment area** is the geographic area from which pupils are eligible for admittance to the school. The catchment area is determined by the local authority, it is kept under review and may be changed from time to time.

The school's **PAN (Published Admission Number)** is the number of pupils that the school can admit each year. It is set by the local authority for the purpose of ensuring that schools do not become overcrowded and can manage resources effectively. Your child may not be admitted a place if the total number of applications is greater than the published admission number. The school's current PAN is 10

Clifford Primary School admits pupils from age four to 11. It does not currently have a nursery. Children reach **compulsory school age** at the beginning of the term following their fifth birthday. This is when the law says that children must begin to attend school. However, at Clifford Primary most children start school at least a term before the law requires. Our admissions policy entitles parents to places in the Reception class as follows:

- in the Autumn term if the child is 5 between 1st September and 31st December inclusive
- in the Spring term if the child is 5 between 1st January and 30th April inclusive
- in the Summer term if the child is 5 between 1st May and 31st August inclusive

Parents are not obliged to take up places for their children any earlier than the law requires and schools cannot require children to start sooner than parents wish. Please come and talk with the headteacher or governors if you wish to defer taking up a place for your child as you must apply to the local authority to ensure the place is held and not offered to another child.

Admission arrangements

Admission to the Reception class

Places in Reception classes are allocated by the Pupils Admissions Office, which is part of Hereford local authority. If you want your child to start at Clifford Primary School in September the deadline for applications is January each year and you are encouraged to register your child with the school as early as possible and before the deadline. Applications should be sent to the Pupils Admissions Office and not to Clifford Primary School. However, the school will be happy to provide the correct forms and help you to complete them. Parents will be notified in writing of the result of their application by April.

Clifford Primary admits children to the Reception class at the start of the September term. Children generally attend full-time but part-time can be arranged in exceptional circumstances. Please speak to the headteacher if you feel your child cannot attend full-time.

Over-subscription

If there are more applications received than places available Clifford Primary uses the following criteria, determined by Hereford local authority, to decide how places should be allocated.

Once children with Statements of Special Educational Need have been admitted to the school (as required by section 324 of the Education Act 1996) then places are allocated in accordance with the following admission rules:

Priority 1: Looked after children and children who were looked after, but ceased to be because they were adopted or became subject to a residence order or special guardianship order

Priority 2: Children living within the local authority defined catchment area of the school

Priority 3: Sibling connection – Children who have an **older sibling** at Clifford Primary not only at the time of application but also when the younger child is due to start

Priority 4: Exceptional circumstances – Children with the exceptional **medical, social or compassionate** grounds for admission and whose parents can show that entry to a particular school is necessary for the well being of their child. Parents are required to produce a medical certificate or other appropriate information. This must be from an independent source. Applications on such grounds will not be considered by the Director of People's Services, or appointed advisory panel, unless this supporting information is attached to the application form received. The Critical test applied is **whether the school that is sought is the only school that can meet the individual pupil's needs.**

Priority 5: Distance - Children who live **nearest** to the school by the shortest available walking route

Admission to other year groups

Admission to other years at Clifford Primary depends on whether or not there are places available. Information on the availability of places and application forms can be obtained from the school or from the local authority. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority, a place will be offered. Where no vacancy exists, parents will be informed by letter, which will explain why a place has been refused and the options available. If the year group is full, the child may, at the parents' request, go on the waiting list in criteria order. It should be noted that the only way a place can be offered once the PAN is reached for any year group, other than in exceptional circumstances, is through the appeal process.

Waiting list

The local authority, in conjunction with the school, maintains a waiting list for those children who are not offered a place at their first three choices of school.

If parents are not able to receive their preference of Clifford Primary, the child will be placed on the waiting list after parents have been notified in April. The rank order of each child's place on the waiting list will be determined using the oversubscription criteria as set out above. If vacancies occur after that date the Pupil Admissions Office will make offers.

The waiting list will be kept open until the end of the Autumn term school year. It is possible that vacancies may occur and places offered at this late stage but the lists will be closed down after this period.

Appeals

In the event of an unsuccessful application for a place at Clifford Primary, parents have the right to appeal against non-admission. Appeals by parents, setting out the grounds upon which the appeal is made, should be submitted in writing, using the form sent to all unsuccessful applicants, to the People's Services Directorate **within three weeks of the date of notification of the refusal of a place**. All appeals are heard by an independent appeals panel which holds most of its meetings between April and July, though meetings are arranged at any time of year, when necessary. Separate hearings are held for each school.

Further information about the appeals procedure is available from the Pupil Admissions Office or from the County Secretary and Solicitor, The Herefordshire Council, PO Box 185, Hereford HR4 9ZR.

More information is available in the Herefordshire Council's Information for Parents Booklet, *'Admissions and Transfers to Schools'*.

Information about Clifford Primary School

Here is a brief outline of the key features of Clifford Primary School, more information can be found in the school's prospectus, which is available from the school office and also from our website on www.cliffordprimary.com

Day-to-day

The school day is from 09:00 until 15:15. Children have a fifteen-minute break in the morning and lunch is from 12:00 until 13:00

Children are expected to wear a school uniform and dress appropriately for PE

Transport to and from school is provided for children living in the defined catchment area.

Though the school can accommodate pupils in a wheelchair it cannot provide specialist support for pupils who have specific physical or learning disabilities.

Classes and curriculum

The Reception class follows a foundation stage curriculum designed specifically for young children. This encompasses three prime areas of development: communication and language, physical development and personal, social and emotional development. Four specific areas of development extend this foundation: literacy, mathematics, understanding the world and expressive arts and design.

Classes in Years 1 to 6 are of mixed age and ability. There are three classes: Year 1&2; Year 3&4 and Year 5&6.

The curriculum for Years 1 to 6 is based on the National Curriculum and is enriched by tuition and coaching in sports, PE, music, dance and French. A range of clubs and activities take place at lunchtimes and after school.

Parents

The school has a Home-School Partnership Agreement, which sets out what is expected from school, parent and pupil.

Contact details: Headteacher Mrs Marie Thomas

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