

# **Admissions Policy**

of

## **Tunstall C.E. (Aided) Primary School**

Reviewed:

Signed:

# **Tunstall C. E. (Aided) Primary School**

## **Admissions Policy and Procedure for Entry into Reception**

### **Aims of this Policy:**

1. To set selection criteria that are consistent with this Church of England aided primary school and are fair to the applicants.
2. To give new parents sufficient information and contact with the school to try and ensure that they have made the best possible decision about “the right school” for their situation.
3. To give the new entrants a good start to their schooling by giving them the experiences and personal contacts that will inspire confidence when the time comes to attend full time.

The School Admission Policy and procedure are set out in:

The School website on the Admissions page  
The School Prospectus  
The Admission Criteria and explanatory notes

### **Admissions Timetable**

1. The school holds a list of children wishing to be sent admission information/school entry packs.
2. In October of the year before entry into school entry packs are sent to all interested families. This pack includes:
  - a) RCAF (Reception Common Application Form)
  - b) School Prospectus
  - c) Tunstall School Supplementary Application for Admission Form (this includes the over subscription criteria)
  - d) Details of Open Day
3. An open day is held in November. This gives parents and children the opportunity to look around the school and ask any questions.
4. All Tunstall Supplementary Information Forms (SIFs) must be returned to the school by the closing date.
5. RCAFs are to be submitted online or can be sent directly to the LA.
6. In March the school is sent a total number of those applying for a place at Tunstall School (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices). The Headteacher and Governors will rank places in accordance with the over subscription criteria and sent to the LA. The ranking is checked by the Rector of Tunstall Church.
7. Places are offered by the LA and must be accepted or refused by the given date.
8. The school will then offer any available places to the next pupil on the ranking list.

### **Responsibility for Admissions**

The Governors and Headteacher are responsible for admissions and for the operation of this policy. The over subscription criteria are reviewed each year during the Summer Term and ratified by the Full Governing Body.

The school is part of the LA admission procedures and timetable.

### **Appeals Procedure**

Parents wishing to appeal may do so in writing to the Chair of Governors. These appeals will be referred to the independent appeals panel. Parents have the right to see all correspondence relating to their application for admission.

Appendix 1. Tunstall Supplementary Application Form

Appendix 2. Admission Criteria and explanatory notes