



# Carfield Primary School

## Admissions Policy 2024-25

Date Reviewed	Reviewed by	Approved by (Governor Committee)	Next Review
July 2022	Hannan Mohammed	Sarah Anderson	September 2023
September 2023	Hannan Mohammed	Andy Wynne	September 2024
September 2024	Hannan Mohammed	Kate Souper	September 2025

# School Admissions Policy 2024-25

Primary admissions applies the regulations on admissions fairly and equally to all those who wish to attend this school. This policy conforms to the regulations set out in the School Standards Framework and further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

## Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications are dealt with and places allocated centrally by Primary Admissions.

The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, Primary Admissions enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that he/she may have plays no part in the admissions policy of this school. Priority will be given to 'Looked After Children' when allocating places.

## How parents can apply for their child to be admitted to our school

As our school is a community school, the school follows admissions arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place of their choice. Parents have a right to express a preference for the school of their choice and should do so on the application form either online at [www.sheffield.gov.uk/pupiladmissions](http://www.sheffield.gov.uk/pupiladmissions) or by contacting Primary Admissions and requesting a paper copy. Forms should be completed and submitted by the date stipulated on the forms. The LA notifies parents about the school place as soon as all the applications have been considered.

## School starting age

<https://www.gov.uk/schools-admissions/school-starting-age>

At Carfield Primary School, we offer 1 starting option:

- September in the school year after the child's 4th birthday

We encourage children to start school full-time in September. However, parents can opt for part time up until the child's 5<sup>th</sup> birthday. The arrangements must be agreed with the Headteacher.

## Parents must note:

- Attendance at the school's nursery does not guarantee admission to the school. A school place in Reception must be applied for. Please see the 'Guide for Parents' available from Pupil Admissions <https://www.sheffield.gov.uk/home/schools-childcare/apply-school-place.html>
- Parents can request that the date their child is admitted to school is deferred until later in the school year or when the child reaches compulsory school age in that school year.
- When your child has been allocated a place at Carfield Primary School, transferring from an early years setting or home into Carfield Primary School is guaranteed as the school place remains available throughout the whole academic year.
- A full-time school place can be split between a school and an early year's provider up until the 5<sup>th</sup> birthday.
- Where a parent wishes to transfer from an early years place to a school it will normally take effect from the beginning of the term before their 5<sup>th</sup> birthday, e.g. September, January, June.

Carfield Primary School will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. Parents are invited to make an appointment with the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child.

As a general rule twins are placed in separate classes, but we will look at each case individually where it is deemed necessary or appropriate. Where there are special or specific circumstances and where it would be in the best interests of twins they may be placed in the same class.

## School to school transfers

If a child needs to transfer schools due to a house move or other circumstances, after talking to the current school a transfer form needs to be completed and submitted to Primary Admissions. If there is a place available it will be allocated and if not the application will be kept on file by Primary Admissions for the rest of that academic year. A new application will then need to be made for the following year. Transfer forms are available from Primary Admissions as well as the school office.

## Admissions appeals

If a child is not offered a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in school to increase too much.

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at their chosen school and who wish to appeal against their decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that Primary Admissions should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999).

### **The standard number**

The standard number is the number of children the school can accommodate per year group. The standard number for this school is 90. We keep this number under review and the governors will apply to change the number if circumstances allow.

### **Infant class sizes**

We teach infant children (age five to seven) in classes that have a maximum number of 30 children.

For Nursery admissions, please refer to the Nursery Admissions policy.

### **Review**

This policy is reviewed annually or in the light of any changed circumstances in our school or local area.

Hannan Mohammed

Headteacher

September 2023