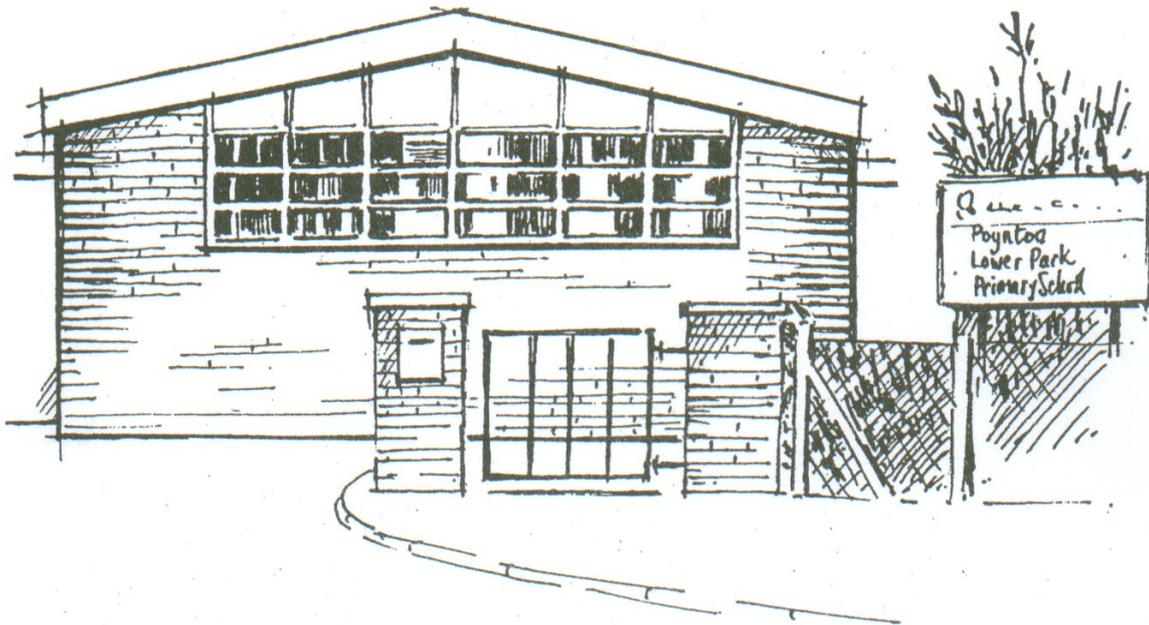




Admissions Policy and Procedure



Policy Coordinator – Ian Coulson
Reviewed by Full Governing Body : 7th February 2017
Next Review – 2018
Ref:170207-13

**Legislation Covered By This
Policy**



Admissions Policy and Procedure

The school follows the Admissions Procedure recommended by Cheshire East Borough Council. Children are admitted in accordance with the Council's policy for a single admission date. Any child reaching the age of 5 between 1st September and 31st August may be admitted full time to school on the first day of the autumn term in September after they have turned 4 years of age.

Parents seeking admission for their child in September are asked to return a form or apply online to Cheshire East Admissions Office by their stated deadline. Allocation of places will be made by the Local Authority shortly afterwards. Those refused a place due to over subscription are informed of the situation, alternative schools and their right to appeal.

Admission/Preference forms are available from the Admissions Team in Northwich. Their telephone number is 0300 123 5012 or from admissions@cheshireeast.gov.uk Parents considering applying to the school are welcome to look around the school during the working day. Presently, there are 40 places available per year for reception children and all other year groups.

Parents seeking places for children in older year groups are welcome to look around the school and are also required to apply for a place through the Local Authority's admissions application form obtained from admissions@cheshireeast.gov.uk . The school will then decide if a place can be offered 'in year.' In the first instance, the headteacher is happy to advise parents of the availability of places.

The school welcomes the admission of pupils with disabilities. The school has modified the building to assist access for pupils with disabilities. The school has an Equality Policy that can be obtained from the school office or is available on the school website

Policy Coordinator Ian Coulson Headteacher

Signed.....*Colin Richards* Chair of Governors

Date Approved7th February 2017

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