



The Quercus Federation

## Admissions Policy

# Northiam Church of England Primary School and Nursery

This policy was adopted on September 2021

This policy is due for review on September 2022

Signed (Chair of Governors)

Signed (Headteacher)

Date:



## Admissions Arrangements

### **Statutory Information**

#### **Pre-School**

The pre-school can accept children from their 2<sup>nd</sup> birthday. Places are subject to availability. 15hr funding is available after a child's 3<sup>rd</sup> birthday. There is care package cost per session. Invoices will be sent at the beginning for a school term to be paid within 7 days of receipt.

#### **Admissions**

The FGB of Northiam CE Primary School and nursery meets the Local Authority criteria for admitting children younger than "Rising Fives" on the following basis:

Children whose fifth birthday falls between September 1st - August 31<sup>st</sup> begin school in September full time.

They will not be entitled to begin school in the previous term, thus transcending their proper school year.

Children need not start school until the term after they are five years old.

Children starting school need to be registered by 15<sup>th</sup> January of the preceding academic year and places will be offered to children following the criteria set out in the County Guidelines, available from school. Equal Opportunities and Inclusion

The staff and Governors positively promote equal opportunities throughout the school to ensure that children develop a healthy respect for others regardless of race, creed, religious beliefs or physical or mental disability. We also ensure equal access for all children to curricular and extra curricular activities.

#### **Transfer to Secondary**

In September following their eleventh birthday children transfer to secondary school.

It is a government requirement that children are registered to a school by 1<sup>st</sup> March each year. Parents with children approaching Year 6 should contact the local secondary school directly to register their child with them well in advance.

#### **Accessibility Policy Statement**

The school has undertaken an extensive annual review of its ability to allow the fullest access possible. We are conscious of the fact that it is the role of the school to be aware of the wide needs of all user groups. We will continue to make sure that this is taken into account and planned into the task of any new works undertaken, following guidelines as laid down by the LEA and central government. The Governors will review the accessibility policy annually for all groups that use the school and this will form a large part of the Health and Safety review. This review is carried out in the Autumn Term of the school year with the Headteacher and the appointed Governor and its results are sent to the Education Authority. Currently, with the use of ramps, the school can be accessed with wheelchair access and there is a disabled toilet in the main foyer area.

#### **Complaints Procedure**



If at any time you have a concern about any aspect of your child's education, please do not hesitate to discuss it at the earliest opportunity with your child's class teacher and/or the Headteacher, as appropriate. We are able to resolve the great majority of problems this way. There is, however, a policy document in school, detailing the procedure for dealing with written complaints, which may be seen on request.

Approved by the FGB September 2021