



High Crags Academy

Admissions Policy

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High Crag Primary School adheres to the Local Authority Admission Policy for Primary Schools, and seeks advice from the admission team if there are any issues relating to admitting children.

The school has a 30/30 place part-time nursery. Children are admitted as soon as there is a place available after their 3rd birthday. A waiting list of children to enter the nursery is kept and they are admitted in order of date of birth. Children are admitted all year, when a place becomes available the next child on the waiting list is given priority. The Nursery may make an exception to this if another agency is involved with the family and a place is requested to support a child's needs. If a child does not attend on a regular basis, the place may be removed.

Admission to the 2 (12/12 part-time) year nursery is based on a strict criteria based on eligibility for certain benefits and good attendance, if children do not attend on a regular basis the school will remove the place. Paid places may be offered, at school's discretion

Children are admitted to full-time school once a year. The Local Authority School Admissions Team allocates all school places. Children who are five between 1 September and 31 August are admitted in September. The admission number for the school is 60 in any one year group. There is an appeals procedure for parents who wish to appeal against an allocation.

Children transfer to secondary school at 11 years of age (Year 7). Parents make a choice of Secondary School in the Autumn Term and are notified of the school to which their child has been allocated by the Local Authority in the following Spring Term. As part of the transition to upper school, during the Summer Term, Year 6 pupils visit their Secondary Schools and receive visits from staff and Year 7 pupils to ensure a smooth and managed move to the new school. The Inclusion Manager and Pastoral Manager organise additional visits where necessary. There is an appeals procedure for parents who wish to appeal against an allocation.

Children with SEND

No child is excluded from admission to the school on grounds of special needs or disability without a very specific reason which would be discussed with LA, parents and governors. If a child has special requirements the school will make all reasonable adjustments to meet their needs. Children with an EHC plan for SEN are dealt with by a separate procedure. Such children will be admitted to the school named on the EHC plan without reference to the oversubscription criteria.

Reviewed by	Reason for review	Approved by	Signatures	Date of review
Governing body				Spring 2017