



Admissions Policy

September 2023

Headteacher at Orchard Grove Primary School: Richard Healey

Due for review: Autumn term 2024

Starting School at 4+

A programme of open mornings and/or an open evening are offered in order to provide an opportunity for prospective pupils and their parents to visit the school.

The Board of Trustees is the Admissions Authority for the Trust and all admission decisions are taken by an Admissions Committee consisting of at least three Trustees, adhering to each school's published Admissions Arrangements. The Local Authority (LA) is responsible for co-ordinating all school place applications for children starting school via the LA's coordinated admission scheme.

Admissions to the school at other times

Decisions about admissions to each school will be made by the Admissions Committee in accordance with the published Admission Arrangements. An in-year application form must be completed. This is available from the school website or from the school office. Applicants will receive a response within 10 school days of the school receiving the application form. If a place is offered, it will be held open for 10 school days, during which time applicants will need to confirm acceptance of the offer and the pupil must have started attending the relevant school. Applications submitted during holiday periods will not be considered until the school is back in session.

When the decision to admit a pupil has been taken by the Admissions Committee, a member of the relevant School Leadership Team will meet with the pupil and his/her parent(s) or carer(s) prior to admission. This meeting will be used both to identify information which will guide curriculum design for the pupil and to offer an opportunity for the parent(s)/carer(s) and pupil to gain knowledge about the school. The parent(s)/carer(s) will complete an admission form and the home/school agreement will be agreed and signed.

Contact will be made with the pupil's previous school(s) in order to identify key issues relating to educational background. A curriculum will then be planned for the pupil in the light of this information.

The pupil will be admitted to the school following completion of the planning of her/his curriculum. The SLT member responsible for the admission will allocate the pupil to a class.

On her/his first morning the pupil will be asked to report to reception where she/he will be met by her/his Class Teacher. The Class Teacher will provide support to the pupil, including identification of another pupil who will act as buddy/mentor, during the induction period. Support will then be given on an ongoing basis through the school's normal procedures.

Unsuccessful Applications to the School

If the Admissions Committee refuses an application to a school, parents/carers will be made aware that their son/daughter can be placed on a “real time” waiting list. If and when a place becomes available in the relevant year group at the school, the over-subscription criteria (appendix 1) will be applied to the waiting list and a place offered to the person at the top of the list. Waiting lists are maintained until the end of the academic year.

Published Admission Number

The Published Admission Number (PAN) for the year of entry is 30.

APPENDIX 1

Oversubscription Criteria 2023/24 Academic Year

Following the admission of any pupil with a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) naming Orchard Grove School, the Trustees will consider all other admission applications. If the number of applications exceeds the Published Admission Number (PAN) or admission limit for the year group concerned, the Trustees will consider all applications received against the oversubscription criteria. This will enable the Trustees to rank children according to priority and identify those children who could be allocated a place.

1. Looked After children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or a special guardianship order, including children who appear (to the Admission Authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Priority will next be given to children living within the catchment area with a sibling attending Orchard Grove at the time of application. The catchment area is set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
3. Priority will next be given to the children of staff at the school who have been recruited to fill a skill shortage area.
4. Priority will next be given to children living within the catchment area, set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
5. Priority will next be given to the siblings of pupils attending the school at the time the application is received.
6. Other children.