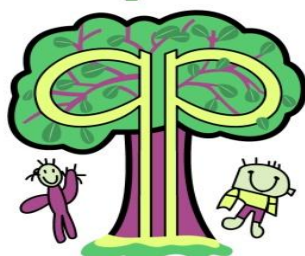


Perryfields



Primary

Perryfields Primary School

Admissions and Arrangements Policy

Author:	Terry Jones	Date: 20.10.2025
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Next review due by:	October 2026	

Purpose of the Admissions Arrangements Policy

The Education Act 2002 and 2010 Admissions Code of Practice required Local Authorities to prepare and review a scheme to co-ordinate first admissions to Primary Schools. The Governing Board of Perryfields Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school.

Aims and Objectives

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

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the appeals procedure set out by the Local Authority.

How parents can apply for their child to be admitted to our school As our school is a community school, the school determines the admission 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.

Admission appeals

If we do not offer a child a place at this school, it is because to do so may be detrimental to the education of other children.

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 our school and who wish to appeal against this decision. An appeals panel's decision is generally binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, provided that in doing so will not compromise the Health & Safety of others, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

The standard number

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

Infant class size

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children. In exceptional circumstances this may be exceeded, taking into account the needs of the pupils in each class.

Pupils admitted to school after Reception admissions (casual admissions)

Casual Admissions

Applications received for places in year groups other than the normal year of entry to primary school, will be treated as casual admissions and processed in accordance with the LA Co-ordinated Scheme for in-year admissions.

Communication between other schools is necessary when pupils transfer. Most documentation is sent electronically. Communication between pre-school providers and Reception staff follows the set transition procedure. There is a well established Transition Programme from Y6 to Y7 and a procedure for pupils who join school after Reception admissions and leave before transfer to Y7(Appendix 1).

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Appendix 1

Procedure for a pupil joining school at a time other than Reception (Casual admissions)

Parents

Complete green transfer request form

Secretary

Copy of enrolment form and contact details completed

Check S2s transfer

Chase any paper records within 2 weeks of enrolment

Headteacher

Meeting with parents

Informal discussion with head of previous school re any special requirements for pupil

HT requests data/records help by previous school

Informs class teacher of outcome of discussion

Class teacher

Informal meeting with parents

Familiarise themselves with pupil records/data from previous school and refer to SENCO/Inclusion Manager if necessary

Complete reading test at earliest opportunity

Level the pupil's written and Numeracy work within first 2 weeks

If no records received, complete writing and Numeracy assessment

Refer to SENCO/Inclusion Manager with appropriate detail

Offer parent buddy support

Procedure for a pupil leaving school at a time other than Y6

Parents

Inform school of wish to move.

Complete green transfer form.

Complete Leavers Survey (Exit questionnaire)

Headteacher

Meet with parents.

Help parents find a new school if they do not already have one. Sign green transfer form.

Secretary

Send green transfer form to LA.

Explains to parents which books and other data will be sent to the new school S2S transfer completed or internal transfer to Sandwell School.

Sims data uploaded and sent to school via school code.

Written records forwarded

Class teacher

Check assessment record is completed on Sims.

Provide a sample of work.

Have an informal conversation with new school if requested.

Say 'good-bye to the pupil in an appropriate way-cards and/or a mention in assembly.

Appendix 2

Exit Survey - sent via email or message on Bromcom

Perryfields Primary School Leavers Survey

We are very sorry to hear that you are leaving our school. Please take a minute to complete this form to help us improve our service to others and make the leaving process as smooth as possible.

Why did you choose Perryfields Primary for your child/children?

How long has your child been attending Perryfields Primary?

What do you think we do well?

What could we do better?

Reason for leaving

How can we make leaving easier for you/your child?

Signed _____

Parent of _____

Year Group _____