



# Springcroft Primary School

## Admissions Policy Academic Year 2023-2024

**Date Adopted: September 2023**  
**Author/owner: Springcroft Primary School**  
**Anticipated Review: Autumn Term 2024**

Approved	Signature	Date

**Our Mission Statement:**  
**The place to learn, the place to succeed, the place to make friends, the place to grow.**

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## **Admission Limits**

Springcroft Primary School's published admission number (PAN) is 30. To comply with class size legislation there will be a maximum of 30 children in KS1 classes.

## **Catchment Area**

The catchment area of the school is available on the [Staffordshire County Council Website](#).

## **Admissions Criteria**

Current legislation<sup>1</sup> limits the size of an infant class to 30 pupils per school teacher. In order to comply with this legislation, the Local Authority must refuse to admit a child to a school if the limit of 30 pupils has been reached and the admission of further pupils would be prejudicial to the provision of efficient education or the efficient use of resources.

If the number of applications for admission to the school exceeds the Published Admission Number (PAN), the following order of priority is used to allocate the available places.

- a) children admitted outside of the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying the school;
- b) looked after children and previously looked after children admitted outside the normal admission round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school who attend some infant classes within the mainstream school.

## **Admission of Reception Age Children**

[All pupils are admitted](#) at the beginning of the school year following their fourth birthday.

### **Admissions Procedure**

In response to a request for a place for a child at Springcroft Primary School, Parents will be sent the following: -

- Information containing the admission criteria and an application form to be returned to the Local Authority each January.
- Early in the Summer term a letter will be sent by the Local Authority offering a place at the school, or stating that no place is available.

### **Immediate admissions**

When a pupil moves into the catchment area and is transferring from another school, it may be necessary to effect immediate admission. In this event, authority to admit is delegated to the Headteacher, providing a place is available.

### **Admissions**

The Headteacher is delegated to admit pupils following the [agreed criteria](#) for admissions at the start of the Reception year.

### **Appeals**

Any parent has the right to appeal against the decision not to admit their child a place at Springcroft. Appeals have to be made in writing to the [Local Authority](#).

The decision of the appeals panel is final and binding on all parties.

### **School Uniform**

The school has a [uniform](#) and it is expected that all new pupils will wear this uniform.

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