



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.

Staffordshire County Council admissions at normal age of entry: academic year 2024/2025

The normal point of entry for admission to First, Infant and Primary Schools is Reception where upon full time places will be available in September of the academic year in which the child becomes five years old.

Although parents have the right to express a preference for the school that they wish their child to attend, there is no guarantee of a place being offered at their preferred school.

It is the Staffordshire County Council's policy to try and meet parents' wishes where possible, however in some cases there may be more applications for a particular school than there are places available.

In accordance with legislation, children who have an education, health and care plan (EHCP) that names a particular school as being the most appropriate to meet the child's needs must be admitted to that school. This will reduce the number of places available to other applicants.

Admission to oversubscribed community and voluntary controlled schools are determined by the oversubscription criteria detailed below.

Staffordshire County Council's current admission arrangements can be found [here](#).

Admission of Reception Age Children

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

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 EYFS & KS1 classes.

Catchment Area

The catchment area of the school is available on the [School Details - Staffordshire County Council](#)

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

Staffordshire County Council Local Authority are the admitted authority 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.