



Springcroft Primary School

Admissions Policy Academic Year 2025-2026

Date Adopted: September 2025
Author/owner: Springcroft Primary School
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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 2025/2026

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.

EYFS & Years 1 – 6

- Grey/black/navy trousers or grey/black/navy skirt or pinafore
- White short or long sleeved shirt or White polo shirt (school badge optional)
- School tie (optional)
- Navy jumper or cardigan (school badge optional)
- Grey/black/white socks
- Black shoes

During warmer weather, children may choose to wear grey/black/navy short trousers or a blue and white gingham dress.

PE kit (all PE kits should be in a labelled PE bag)

Indoor:

- Blue Springcroft sports top *or* a white polo/t-shirt
- Navy shorts
- Black pumps

Outdoor:

- Black/navy jogging bottoms
- Black/navy sweatshirt
- White polo/t-shirt
- Trainers

Swimming:

- Towel
- Swimming costume/shorts/trunks
- Goggles (with parental permission)
- Swimming cap (branded silicone Springcroft swimming caps are available from our school office for £6).

Survival School

Lessons will be delivered outdoors and we advise parents to send children to school with:

- Wellies
- A change of clothes (if your lesson is in the morning please dress your child in old clothes and wellies for arrival and have school uniform to change into before lunch).
- A waterproof and warm coat.
- Hats and gloves for the winter period.
- Clothes that will get muddy and dirty and on occasion may be damaged by brambles or vegetation when snagged or caught.

Please ensure that ALL items of clothing are labelled with your child's name.

Jewellery

- Children are allowed to wear a watch for school.
- Children may wear ear-rings for school, but these must be small studs. Ear-rings must be removed for PE. If you are planning on having your child's ears pierced, please do so at the beginning of the holidays so that they do not miss any PE lessons in September.
- Necklaces and bracelets should not be worn for school.
- No make-up or nail varnish is permitted to worn at school.

Haircuts

The following will not be permitted in any class in school:

- Noticeably dyed hair
- Shaved heads or partially shaved heads, especially with lines or patterns cut into it
- Unnatural hair colours or two-toned hair colours.
- Long hair should be tied back with a navy headband and/or bobble

Branded uniform can be purchased from Schools In (nearest store is in Meir) and a link to their website can be found [here](#). Non-branded uniform can be purchased in national supermarkets.

Our school Fundraisers also run a second-hand uniform shop each half-term where donated, good quality used school uniform can be purchased.

Please speak to our school office staff if you need support/advice with any school uniform queries.