

**Millbrook Community Primary School**  
**Admissions Policy for 2014/15**

This policy has been adopted by Millbrook Governors. This is the determined admissions policy for Millbrook School for admissions during the school year 2014/15

**Background**

*It is the legal requirement to have an admissions policy. Millbrook has always been a popular school. The statutory requirement from September 2001 to maintain each Infant class at a maximum of 30 pupils, together with a historical 1 ½ form intake in recent past which makes the management of class groupings difficult.*

1.) **Timetable for Admissions**

- 1:1 Applications for a place in Reception are determined by the local authority. Parents must pick up booklets from the school, local authority or library and return to school before the deadline.
- 1:1 Applications for a place in Nursery will close on 28<sup>th</sup> March 2014 for Autumn enrolment and subsequently on 24<sup>th</sup> October 2014 and 13<sup>th</sup> February 2015 for spring and summer respectively.
- 1:2 Late applications will be put to one side and considered at a later date (prior to the terms admission).
- 1:3 Parents may apply for a nursery place for their child at any time after his/her birth. (It should be noted that the early application for a place is not a consideration in the allocation of places.)
- 1:4 Parents will generally be advised whether or not they have a nursery place for their child in the term prior to admission.
- 1:5 Parents will be advised whether they have a reception place for their child during the Summer Term of the year prior to admission. Parents must indicate their acceptance of a place by the returning the acceptance slip to school by the end of the first summer half term.
- 1:6 All mid term applications for Reception to Year 6 places will be treated using the Knowsley Local Authority Mid Term Admission form and Knowsley Admission Policy and Arrangements for

Community Schools, Secondary Schools/Centres for Learning and Academies.

- 1:7 Parents wishing to appeal against any decision regarding either the non-allocation of places must do so in writing to the Local Authority Admission team.
- 1:6 In the event of over-subscription for places, Millbrook Governors are happy to maintain a waiting list, which will be ordered by the over-subscription criteria and closed approximately three weeks into the new academic year.

## 2.) Equality of Opportunity

- 2:1 Children will be considered for admission in line with the Local Authority admission policy. Children with special education needs or disabilities will be treated equally when considering admission and arrangements for starting. The school will endeavour to meet all of the pupil's needs (curriculum and access).

## 3.) Pupil Numbers

- 3:1 The Nursery Unit will have a maximum of 26 pupils in each of the morning and afternoon sessions.
- 3:2 No Infant class will have more than 30 pupils.
- 3:3 Millbrook's admission number has been agreed at 40 for 2014/15.

## 4.) Nursery Admission

- 4:1 Pupils must have attained the age of three years prior to admission.

## 5.) Reception Admission

- 5:1 Children become eligible for a place in Reception Class in the September prior to their fifth birthday. (There is no automatic internal transfer from Nursery to Reception Class.)
- 5:2 The statutory requirement is for children to be educated in school from the beginning of the term following their fifth birthday.

Millbrook School admits all Reception pupils in the September of each academic year.

6.) Over-Subscription Criteria

- 6:1 In the event of over-subscription for places for Nursery, the following criteria, in order of priority and application will apply:
- ✓ Looked after children (Children in Public Care at the time of the closing date for applications.
  - ✓ Children with exceptional circumstances who are nominated by a Knowsley Child Development Centre.
  - ✓ Millbrook 1<sup>st</sup> choice 4 year olds with siblings at school in older age priority
  - ✓ Millbrook 1<sup>st</sup> choice 4 year olds without siblings at school in older age priority
  - ✓ Millbrook 1<sup>st</sup> choice 3 year olds with siblings at school in older age priority
  - ✓ Millbrook 1<sup>st</sup> choice 3 year olds without siblings at school in older age priority
- 6:2 In the event of over-subscription for places for School, the following criteria, in order of priority and application, will apply:
- a.) Knowsley resident children, with the oldest child having the highest priority. Where more than one child has the same birth date, those living nearest the school, as measured in a straight line, by the computerised measuring system employed by the Local Education Authority, will have priority.
  - b.) Children resident in other boroughs as stated (a)