

STAVERTON C.E.PRIMARY SCHOOL

ADMISSIONS POLICY 2019-20

Admissions for voluntary controlled schools for the whole of Wiltshire are administered from the County Council's Department for Children Education and Libraries at County Hall, Trowbridge.

Each year a full and comprehensive 'Guide to Admissions' is published by the School Admissions Team and Shrewton School complies fully with those guidelines. The County's policy statement is also reviewed on an annual basis and therefore may vary from year to year.

When prospective parents approach our school for information we encourage them to visit the school and we provide a school brochure which is a complete and up to date guide to the school.

In Shrewton School the normal year of entry is the reception year. We will admit children up to our capacity indicated by the Published Admission Number (PAN). Separate legislation limits the numbers in Foundation and Key Stage 1 classes to 30.

Applications for children to enter other year groups will be agreed if there are places available. The Headteacher and the Admissions team will take into account the number of children in each year group and in the school as a whole, together with the size and organisation of teaching groups and the accommodation available.

Applications for the normal year of entry will be considered in three dated phases, as listed annually. Casual applications will be considered strictly in order of receipt.

Staverton School has a specific catchment, or designated area. Children living in the designated area have a higher priority than those living outside the area. There is **no guarantee** of a place at Staverton School for older siblings.

Applications for places can be made by contacting Mrs Roberts in the school office, or by contacting Wiltshire Council directly or via the Wiltshire Council Website. The appropriate application forms will be issued. This will be accompanied by full complementary notes. Children with a statement of Special Educational Need should apply through individual case managers. However, where Staverton School is specifically named within the statement, these will be priority applications.

At Staverton School children can start school from the September following their fourth birthday. We operate a 'settling in' period for the benefit of new pupils.