

Barlows Primary School

Admissions Policy and Procedures

Barlows Primary School



2017-2018

Reviewed and updated: 16 May 2017
Approved by Governing Body: May 2017

"To give of our best, to work together, to value everyone and learn for life."

 Regional Training Centre



North Liverpool Teaching School Partnership



BARLOWS PRIMARY SCHOOL

Admission to Nursery Procedures

Barlows Primary School has its own Nursery Application Form which was designed to collate information required by the SIMS System.

- ◆ Parents have a preference to select either an A.M. or P.M. Session.
- ◆ Forms are completed following a child's first birthday.
- ◆ Forms are filed for each cohort using the D.O.B. Age Range.
- ◆ Forms are filed in Date of Application Order.
- ◆ Parents/Carers are informed by letter in the Spring Term prior to their child starting Nursery.
- ◆ The letter details the allocated session, the open day date and start date; it also gives information about the Nursery uniform.

Barlows Nursery has two classes of 30 children (60 in total)

Nursery Places are allocated using the following criteria:-

- ◆ Priority 1 - SEN/LAC Children
- ◆ Priority 2 - Siblings
- ◆ Priority 3 - Children who attend Fazakerley Children's Centre
- ◆ Priority 4 - Date of Application Order

Names of unsuccessful applicants are kept on file in the event of a child withdrawing from the Nursery. The place is then re-offered to a child on the waiting list.

Parents/Carers are informed on the Application Form and in the Nursery Place officer that admission to the Nursery Class does not guarantee their child a place in the Reception Class.

BARLOWS PRIMARY SCHOOL

Admission to Reception Procedures

Reception Class places are allocated by the LA.

- ◆ A Primary Admissions leaflet is produced by the LA for distribution in the Autumn Term before the child is due to start the Reception Year.
- ◆ Children attending Barlows Nursery are given a copy of the Primary Admission leaflet which strongly advises parents to apply on line.
- ◆ Additional copies are kept in the School Office for children who do not attend the Nursery.
- ◆ Parents/Carers complete the application form on line.
- ◆ Parents/Carers have the option to ask for support from school or Fazakerley Childrens' Centre to apply on-line.
- ◆ Parents/Carers state their three preferences of Primary School.

The LA allocates Reception Class places using the following criteria:-

- ◆ Priority 1 - SEN/LAC Children
- ◆ Priority 2 - Siblings
- ◆ Priority 3 - Distance from School

- ◆ The LA informs the school of our allocated children at the end of the Spring Term.
- ◆ Parents are informed by the LA which school has been allocated to their child.
- ◆ The LA does provide an appeal procedure if necessary.
- ◆ Barlows Primary School sends a welcoming letter with details of the 'New Reception Class Meeting' which is held in the Summer Term.