

Chivenor School Admissions Policy



CHIVENOR
PRIMARY SCHOOL

This policy is to be read and implemented by the Leadership Team and governors of Chivenor Primary School. Parents may view this policy on request. The number of new children we can accept in to Reception each year is 60. We do not operate a selective system.

The maximum number of pupils in any class in Reception or KS1 will not exceed 30. If the number of applications received exceeds the number of places available, the following criteria will be used to determine whether the child can be admitted:

Priority:

1. Looked after or previously looked after children.
2. Siblings (brother or sister who will still be in attendance when the other child starts).
3. Distance (children who live nearest the school using a straight-line measurement).

Where any of the above criteria are oversubscribed, then priority will be given to 'Looked After' children and children with Statements of SEN.

All admissions for a place at school will be handled by the Admissions + Appeals department of Birmingham City Council.

Appeals

Parents who wish to appeal against the schools decision not to offer a place to their child, must do so by writing to the Local Governing Body, stating their case. The Appeals committee will consider the appeal and notify parents of their decision. Admissions into years other than reception will be on a waiting list basis and the allocation of places will be in line with the above order of priority.

Admissions Process

Parents wishing to apply for a place at Chivenor Primary School for a Reception Class child due to start school in the September following their 4th Birthday must:

- Complete the COMMON APPLICATION FORM, which is available from the Education Department.

This should then be returned directly to the Education Department

Parents wishing to apply for a place at Chivenor Primary School for a child at any other time must apply to Admissions + Appeals on 0121 675 0555. An appointment with a member of senior management will be arranged once the school is informed that a child has been given a place at the school and has been accepted.

Safeguarding Statement

Chivenor Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Reviewed: September 2017
Next review: September 2018