



# Heathfield Primary School

## ADMISSIONS POLICY

***Our Mission Statement:  
Learning together, Learning for Life***

Chair of Governors	Sharmeen Atcha
Headteacher	Mark Thornley
Policy written by	Mark Thornley

# ADMISSIONS AND APPEALS POLICY

## RATIONALE

The Governors of Heathfield wish to balance the number of children in each class with the number of children to make the school financially viable. It is the aim of the governing body to keep the class sizes as small as possible.

## CLASS SIZES

1. The school will operate within its capacity of thirty places in each year group for years reception – Year2. This conforms to government legislation that no infant class size must exceed 30, with the exception of overcrowding to accommodate LAC pupils as directed by LA.
2. The school will operate as close to its capacity of thirty places in year groups three – six in order to best meet the needs of all children.
3. Our two year old provision; *Heathfield, First Steps* has fifteen morning and fifteen afternoon places and 10 thirty hour places, as there is sufficient floor space for this number. Our ratio is 1:5.
4. Our nursery provision is for children from the term after their third birthday. We offer 10 AM and PM places and 16 30 hour places.
5. The school office manages the admissions for First Steps and Nursery. See Early Years admission document for more details.

## Guidelines for Admission Reception – Year 6

Admissions for reception are dealing with through Pupil and Student Services through the local authority and applications can not be made directly through the school. See link on our website. Student services can be contacted on 01204 332143

### From the names held on the waiting list;

1. Looked After Children or Children who have siblings in school will be offered a place in the reception class or throughout the school.
2. Any children who have a medical reason for attending Heathfield rather than any other school will be offered a place.
3. Any spare capacity when these criteria have been applied will be filled by children who are in the closest proximity to school.

This selection process will take place in the spring term of the academic year preceding the September admission date.

Any children who have not been admitted to the school will be informed as soon as possible to enable them to find an alternative place at another school.

Heathfield is unable to accept any children which will take the reception class and Key Stage 1 class size over thirty.

In other classes, once the admission limit has been reached, the Headteacher will refuse any further children based on providing the best educational experience for the children currently attending the school. This is based on classroom size, teaching capacity and resources available. We also consider the individual context of each class involved.

If parents are not satisfied with this decision, they have the right to appeal to the independent schools admission panel who will listen to the case of the parent and school and decide where the child should be placed.

For application forms for our Early Years provision, please contact the school office on:  
01204 333595.