



# HARVEY ROAD PRIMARY SCHOOL

## School Admission Policy

These admission arrangements comply with the Hertfordshire County Council Local Education Authority Admissions Arrangements. The County Council Appeal Procedure on Admissions forms a part of this policy.

### 1. ADMISSION

- 1.1 The Standard Admission Number for all classes is 30 pupils. Admissions will be restricted to this number in order to maintain one year group classes.
- 1.2 If an application is successful parents are offered a Nursery place. Parents are then required to apply for a Reception place as a separate procedure.
- 1.3 Harvey Road School operates a single intake procedure where all children will commence schooling from September. This is the case for both Nursery and Reception intakes.
- 1.4 The Induction period for a child joining the school will be discussed with the parent in the build up to starting. However, we will endeavour to make the process as short as we can to ensure that each child has a quick start to their time in school.

### 2. NURSERY

- 2.1 Children are admitted to the Nursery in the autumn term.
- 2.2 Harvey Road School will process all nursery applications following the Hertfordshire LA admissions rules and criteria. Application details will be made available to parents.
- 2.3 If over subscription occurs then the County admission criteria are applied. Details of the current criteria are available to parents online and through the school.
- 2.4 In the term prior to admission parents are invited to school to meet the Headteacher and Nursery teacher. Relevant information is given and a time arranged for the child to visit the Nursery. We then 'stagger' the days the children start so they are admitted in groups of three or four. This is to ensure that a member of the Nursery staff can work exclusively with these children to ensure they know all routines and feel quickly familiar with the Nursery setting.

### **3. RECEPTION**

- 3.1 Children are admitted to the Reception in the autumn term
- 3.2 Admissions to Reception are centrally administered by Hertfordshire County Council. A form and application details are sent to parents prior to the academic year in which the child is due to join the Reception class.
- 3.3 If over subscription occurs then the County admission criteria are applied. Details of the current criteria are available to parents online and through the school.

### **4. APPEALS PROCEDURE**

- 4.1 Parents who are refused a place for the Reception class, may, if they wish, appeal against this decision to the Admission and Transport Team at Hertfordshire County Council.
- 4.2 As nursery education is non-statutory, there is no right of appeal.

### **5. PRELIMINARY VISITS**

- 5.1 Parents who are interested in applying for a place for their child, are warmly invited to visit during the working day. The facilities of the school may be seen, together with the teaching staff and the children at work or play.

### **6. IN YEAR ADMISSIONS**

- 6.1 Primary places that become available mid school year will be allocated by the Local Authority Admissions Team. If there is more than one name on the list for that year group, places will be allocated according to the county criteria.
- 6.2 Nursery places that become available mid school year will be allocated by Harvey Road School following the Hertfordshire admission rules. The school will hold a Continuing Interest list and, should a place become available, it will be used to identify the highest ranked child with places being allocated according to the county criteria.

This policy will be reviewed every four years

N Rowlands  
Headteacher  
May 2015

Date policy approved by governing body: July 2015

Date of next policy review: July 2019