

# ADMISSION POLICY

Signed by chair of governors: Mr J.D Rugg  
Date ratified: (by full governing body)  
Date of review: February 2019

February 2018

*'Learning and Growing Together'*

*'Dysgu a Thyfu Gyda'n Gilydd'.*

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# Ysgol Llanmiloe Llanmiloe School

## Admissions Policy

**STATUTORY DOCUMENTATION: School Admissions Appeals Code  
007/2013 – December 2013**

### 1. Introduction

The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

### 2. How parents can apply for their child to be admitted to our school

Carmarthenshire Local Authority is the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each. Parents can receive a copy of these regulations directly from the LA.

- Children enter school in the term of their 4<sup>th</sup> birthday.
- There are three admissions dates per year, at the start of each term.
- Parents have to register their children online.  
[www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk). The School cannot accept children who haven't registered their child online.
- Where parents do not have access to a computer, the School will arrange to help them complete the online registration process.
- The Headteacher has access to the online database of the number of requests for places at the School.

### 3. Admission appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the

best education for all the children at our school. (Details of appeal arrangements are set out in the School Admission Appeals Code – 007/2013.)

**4. Admissions Process**

- On securing a place at the School, parents will be invited to an induction session giving them details of their child’s commencement at School. This will include information on the structure of the Foundation Phase, Assessment and the general running of the School.
- Arrangements will be made for the children to attend introductory sessions to the School to help them settle into their new environment.
- Parents will be sent an Induction Package which include the School Prospectus, Personal Details and Consent Form together with a short guide on necessary details to commence school, such as cost of fruit, uniform, staff members etc.
- Parents who are eligible to apply for Free School Meals will have to undertake this process online at [www.carmarthenshire.gov.uk](http://www.carmarthenshire.gov.uk).

**5. Review**

- This policy will be monitored by the Governing Body, who will always take due note of the guidance provided by the Local Authority.
- The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in the school or in the local area.

**Signed :** \_\_\_\_\_ **Dated :** \_\_\_\_\_

**CHAIR OF GOVERNORS**

**Signed :** \_\_\_\_\_ **Dated :** \_\_\_\_\_

**HEADTEACHER**