



**Mesne Lea  
Primary School**

Working together for individual excellence

## **Policy for Admission Arrangements**

# **Practice Guidance for those who Work and Volunteer with, and have a Care to Safeguard Children and Young People**

<b>Authorised by</b>	Governing Body
<b>Date of authorisation</b>	July 2018
<b>Review date</b>	July 2020
<b>Equality Impact Assessed</b>	Model Policies EIA by Salford LA

## **Policy Statement**

1.1 Mesne Lea Primary School is a community school for pupils aged between 3 and 11 years old with a current published admission limit of 30 per class (26 in Nursery). It is at present a 2 form entry school.

1.2 The Local Authority is responsible for setting the admissions arrangements and the school adheres to the procedures and guidance set by the Authority (see link: <http://www.salford.gov.uk/primary-schoolapply> )

### **Guidance: Admission to School for children in Nursery and Reception**

2.1 As Salford County Council is the admissions authority for our school, parents who wish to register their child for admission to our Nursery and Reception class must apply for a place using the standard Salford admission form. The admission form, together with a covering letter and a guide to the application process, will be made available for parents of Nursery and Reception applicants and downloadable from the Salford Council website. The letter will encourage online application, draw parents attention to the full admissions booklet (available on the web). Letters offering school places to Nursery and Reception applicants will be sent out in the April prior to their admission.

2.2 All Nursery and Reception age children are admitted to school in the autumn term. An introductory programme of visits for children and parents takes place prior to admission. We work hard to ensure that starting school is a calm and natural progression. Parents have the opportunity to meet the staff upon request. All parents are offered a chance to meet with the class teacher during the autumn term to discuss the way that their child has settled to life in school.

### **Guidance: Admission to School for children in groups other than Reception**

3.1 Prospective pupils and parents are encouraged to visit the school during the working day.

3.2 For admissions to year groups other than Reception, parents should also apply to the local authority school. If the number of children in that year group does not exceed the published admission number, and there is no reserve list, a place may be offered.

**General Guidance**

3.1 In the event of oversubscription, the following criteria will be used to determine priority for places:

See the link: <http://www.salford.gov.uk/schools-and-learning/schools-admissions/primary/admissions-criteria/>

**Monitoring and review**

3.1 All members of staff and the governing body have the responsibility of implementing this policy. The effectiveness of the policy will be evaluated on an annual basis by the Head teacher.

**Signed by the Chair of Governors .....**