



Belgrave Primary School

Admissions Policy

October 2020

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Review Date: October 2021

All information in this policy should be viewed in line with current government guidance on Covid-19, including attendance at school, shielding requirements and the provision of remote education.

This is a maintained Community Primary School and we follow the Cheshire West and Chester Admission Policy. For admissions information : [click here](#). In September 2008 our published admission number became 30. The school was an infant school and became a primary school in 2008.

Aim

- To promote equal opportunities
- To give parents clear guidance regarding admissions to school
- To enable children to settle into school through promoting a graduated introduction to full time education

Strategies

Statutory admission for Reception Education is the term following the 5th birthday.

In the Autumn term prior to their admission parents complete an application to a school in Cheshire indicating their preferred school. In Cheshire West and Chester pupils are offered a place in the September of the year they will be 5. The school year starts on September 1st to August 31st. In Cheshire the children are offered full time education for the whole three terms in the year that they will be five. Children therefore are all entitled to three years in Foundation and Key Stage One and four years at Key Stage Two; which equals seven years of primary education. We hold regular open mornings 'walk rounds' for parents prior to the final application date for admissions.

At Belgrave we have a programme to introduce children to school:

- Parents are invited to a meeting in the May or June preceding admission in September.
- Children are invited for two afternoon visits in June/July. Alternative dates are provided if the dates are not convenient.
- Parents are offered a 'home visit' either before the child starts school or in the first few weeks of starting school.
- Children attend school for approximately eight half days before full time school commences.

An admission registration form for our school must be completed with medical details, emergency numbers and parental responsibility before the child visits in June or July. This form is sent with permission letters for photographs and walks, language and ethnicity forms which must be returned to school prior to the pupil starting.

The graduated start to school can be adapted to support children's individual needs.

Applications for a place mid year or at the beginning of a year other than reception

To apply for a place [click here](#). Parents are asked to complete the on line form which will be stored on the School Admissions Module database. If we have less than our published admission number of thirty in each year group a place will be allocated. If there are no spaces available a letter will be sent giving the reason for an application being unsuccessful and advising a right of appeal which will be heard by an independent appeals panel.

If there are any queries regarding applications both the parents and the school will consult the Admissions Team at Cheshire West and Chester.

Telephone number: 0300 123 7039.

Email: enquiries@cheshirewestandchester.gov.uk.

Website: www.cheshirewestandchester.gov.uk/admissions

Admission Process

- Parents need to complete an admission form with details of previous school, medical information, emergency numbers etc.
- The Headteacher or Deputy Headteacher will meet the parent(s) to discuss the process of admission and a visit(s) will be arranged if possible.
- Depending on the age and circumstances an introductory half day or day will be arranged prior to commencing full time education at Belgrave.
- Parents will be asked for any recent work or records.
- The school will request the education records from the previous school via CTF and also hard copy file.
- Parents are given a Home/School Agreement.
- The uniform is available from Uniformity in Handbridge.

Policies regarding transfer of information are explained to parents and an open dialogue is encouraged.