

# Prenton Primary School

## Admissions and Transfers



### Admissions

Parents who wish their children to attend Prenton Primary School need to complete the admissions form from 1<sup>st</sup> September and by the 15<sup>th</sup> January prior to the starting date. All applications will be made on the appropriate Local Authority application form. The Local Education admissions policy will be followed and places will be allocated by the last Friday in March of the expected starting year. Parents who wish to transfer their child during the school year need to complete the relevant application form and send it to the Children and Young People's department.

It may not always be possible to grant an out of zone request. If a school is full then the education of the children would suffer if more children were to be admitted. Sometimes there will be room in a school for some but not all of the children who have asked for a place and then priority will be given according to the list of priorities in the policy. Parents with children who are eligible for admission and who move into the area may have their children admitted to the school at any time during the school year. The common application form needs to be completed and sent to the Children and Young People's Department. We encourage prospective parents to visit school. All parents of our new intake in September are invited to a meeting prior to the start of the term, when they have the opportunity to view the school and talk to the Headteacher and staff.

The number of children expected to be on roll in September will be approximately 400. The standard admission number set by the L.A. is 60 in each year band. The full details of the Authority's Admission Policy for Primary Schools is available from the school or from the Education Office, Pupil Service Section.

### Earliest dates of admission

Children do not have to start until their fifth birthday but in Wirral children who will be five in the period between 1<sup>st</sup> September and 31<sup>st</sup> August are admitted at the beginning of the Autumn term on a full time basis. Admissions are phased over the first few weeks of term.

Special arrangements may be made for individual pupils to be admitted at other times. If it is determined by the Headteacher, in consultation with the parents, that it is not appropriate for their child to start school at the specified time then the date of admission may be delayed. If a request is made for a child to be admitted before the specified time, then the parents should make the request in writing to the Director of Education. It is expected that such requests will be granted only under the most exceptional circumstances.

### **Appeals against admission decisions**

Arrangements will be made for parents who are dissatisfied with an admission decision to appeal against it to an Independent Appeals Committee. The decision of such an Appeals Committee will be binding on the L.A. or governing body concerned.

Further details of the appeals procedure may be obtained by telephoning 606 2020.

### **Transfer to Secondary School**

Children in Wirral transfer to secondary school at age 11. A separate booklet describing the provision for secondary education in the Borough is given to all parents of children in the last year of primary school. The Headteacher usually holds a meeting for all parents to guide them through the process.

### **Induction Procedure**

There are pre-school visits for children and parents to meet the Headteacher and class teachers in small groups. Parents will also be given a copy of the school prospectus and other relevant information. There will also be a time at the meeting for information and questions at a full induction meeting. Also extra meetings to explain the Foundation Curriculum and the transition to Year 1 are provided for parents. In this way we hope to make “home to school” a smooth transition