

Admissions Policy

Purpose

- To ensure that every child has fair access to the school.

Responsibility

- The committee shall be responsible for allocating places predetermined on predetermined basis.

Procedure

- Publicity.
- Place notices as appropriate in the community.
- Make available publicity material in appropriate community languages as required.

Admission Forms

- Admission forms available from the school.
- Parents shall complete the application form and return it to the school with the relevant documents as stated on the application form.
- The Head Teacher shall mark each form with the date received.

Admission arrangements, priority shall be as follows:

- Children with brothers or sisters already at the school.
- First come first served basis.
- All parents on the waiting list shall be informed of their priority numbers.

- Once a child has been offered a place, parents will be advised to bring the child to the school for assessments on the open day for new pupils. These assessments are not for selection purposes, they will inform the teachers of a pupil's strength and weakness in the core subjects and will determine their levels to help plan teaching accordingly.
- Parents wishing to enrol their child after withdrawing from the list or after refusing a place or withdraws a child partway through the academic year shall be put at the back of the list.

Documentation

- Admissions forms.