

	Paradise Primary School 1 Bretton Street Dewsbury WF12 9BB	Issued and Approved by: Paradise Primary School Governing Body	Date of Next Review: August 2021
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ADMISSIONS POLICY			

At Paradise Primary School, we believe that every child should be given the opportunity to develop to the highest standard academically and spiritually, with good morals, social skills and cultural awareness to become a well-rounded individual. Through our Vision, Ethos and Aims, at Paradise, we provide this opportunity for our children and are pleased to do so within an Islamic environment.

We anticipate all applicants to give their commitment, respect and wholehearted support to uphold and maintain our school ethos and values. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place.

We expect parents to support the school's fundraising efforts through volunteering their time. We are a non-profit organisation operating under challenging financial pressures and as a result we require the support of parents to raise much needed funds for the school.

In line with our Islamic values, we do not tolerate extreme religious or political views in any capacity. This includes any views which are prohibited under the law as well as those views that contravene our ethos and stance on equality, tolerance and respect for all, regardless of race, gender, faith (or none) or sexual orientation etc.

Aims

The aim of this policy is to ensure that every child has fair and equal access to the school. We are an inclusive school that welcomes children from all cultures, backgrounds and abilities. All applications will be treated on merit and in a confidential and sensitive manner. On application to the school at any stage the admissions criteria will be applied fairly to every child. This policy also sets out the appeals procedure and the possible outcomes.

Admissions Criteria

As our school is an independent school, the following criteria will be enforced to determine allocation of place if the number of applications exceeds the number of places available. In this instance priority will be given:

- To siblings;
- On a first come first serve basis;
- Proximity to the school.

As Paradise Primary School is a parent led community school, we recognise parents as the first and most important educators of their children. We want to develop a close working relationship with parents that support and encourage children to be the best they can. On this basis commitment to parental engagement may have a bearing when the Governing Body are making decisions about admissions.

If a child is withdrawn from the list or an allocated place is refused, or a child is withdrawn halfway through the academic year, he/she will be put at the back of the waiting list.

There are three separate admission stages – Nursery, Reception and KS2 (Year 3). The maximum numbers of pupils in each of these stages differ, and as an independent school, our admissions criteria will be enforced to determine allocation of place.

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Nursery:

In the case of number of applications exceeding the number of places available points will be given to each applicant based on:

- Siblings already attending;
- First come first serve basis;
- Proximity to the school;
- Attendance at playgroup at least one term.

Please be aware that admission into nursery does not guarantee a place in reception or primary school.

Reception and Year 3:

In the case of number of applications exceeding the number of places available points will be given to each applicant based on:

- Parental engagement to date;
- Siblings (past and present and future);
- Attainment;
- Attendance;
- Attitude to learning;
- Behaviour;
- Catchment area.

The methods used to quantify the criteria will include:

- Data from KSM (School information management system), KS1 results, tracker progress, teacher assessments, planners, certificates, signing in sheets for parent's evenings, forums and other school activities.

Total points will be used to determine places in each of the three areas outlined above. The weighting of points in each of these areas can be obtained by contacting the school.

Procedure for Admission

Visiting the School

- Parents should visit our school before registering their child;
- Parents should telephone the school office to book an appointment to be shown around the school.

Registration

- Parents who wish to apply for a place for their child should complete an Application for Registration form which can be obtained from the School Office or can be downloaded from the school website;

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- The application form should be returned to the office along with an original birth certificate of the child;
- Applications for Registration must be submitted as early as possible to avoid disappointment;
- If the application is successful, the school office will send parents an Offer of a Place Letter.
- Parents should accept this offer by signing the Acceptance Form and returning it to the school office.

Time and Age of Entry

Children will be admitted to the school at any age or at any time of the year, subject to the availability of a place and the child meeting the required attainment levels and admission criteria at the relevant time. Places will only be offered subject to:

- Successfully passing entry test;
- School Report being obtained from previous setting;
- Interview with members of the Governing Body and / or Headteacher / SMT.

Class Sizes

- In nursery we have a maximum number of 36 children. This goes down to 30 in KS1 (reception, Years 1 and 2), and thereafter the standard number we can accommodate in each KS2 Primary class, is 24 pupils;
- If we do not offer a child a place at the school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the class to exceed our stated maximum class size.

Admission Appeals

- The parents of any child that is refused admission, can appeal any decision, please consult the Admissions Appeal Policy which outlines the appeals procedure.

Application for Children with Special Educational Needs (SEN)

- This is consistent with our aim that all children should receive the best educational care and attention to develop the child to the best of his/her potential and in line with their peers;
- On this basis we will consider applications of children with SEN on individual merit;
- On successful application we will work with the child, the parents and our SEN co-ordinators (SENCO) and an individual educational plan will be developed for each child.

Further Information

If you have any further queries or would like to discuss the admission of your child, then please do not hesitate to contact the school office.

Procedure for Appeal

Admissions Appeal Process

If an application for a place is unsuccessful, a letter will be sent to the parents. At this stage, if not already

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done so, you may contact the Headteacher to discuss the reasons for this decision.

Appeals Procedure

If you disagree with the decision and feel you have grounds for appeal, then a letter outlining why you disagree with the decision should be addressed to the Governing Body. A meeting between the parents and the Appeals Team to discuss the application and decision will be held.

Please be advised that the decision will be communicated in writing within 10 days from the date of the meeting.

Possible Outcomes

- Original decision will be upheld;
- Original decision overturned;
- Decision will be deferred to a later date, reasons or conditions would be outlined in the letter.

In all cases the decision made by the Governing Body will be final.