Old Park Primary School & Nursery

Admissions Policy

Date Reviewed: September 2025

Reviewed by: Governing Body

Next Review: July 2027

Introduction

Our Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school's admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory Schools Admission Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and come into force in September 2004.

Aims

- We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- All applications will be treated on merit and in a sensitive manner.
- The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible due to excess demand on the places available.
- A child's level of ability is irrelevant to the school's admission policy, as are any special needs the child may have.

How parents/carers can apply for their child to be admitted to our School

Nursery Admissions

We have our own Nursery classes within school.

- Toddlers (Squirrels) for two-year-olds which may be funded through Talking Twos (15 hours) or fee paying.

- Nursery (Badgers, Foxes and Owls) – children can join our Nursery the term after they reach the age of three. The children attend under the universal offer of 15 hours per week. They may also be eligible for 30 hours for working parents, although the number of places is limited.

We manage admission arrangements for these classes, following guidelines set out by Telford & Wrekin Council, as the children attending are not of statutory school age. If you wish for your child to be allocated a place with our Nursery or require any further information, please contact our Nursery Reception on 01952 567967. Our Nursery has capacity for 120 part time places.

Reception Admissions

Our school is a community school, and it determines the admission arrangements in agreement with the LA. The Admissions Authority for our school is therefore the LA which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not in itself guarantee a place at that particular school. To apply for a school place parents/carers will need to register for a 'My Telford' or 'Everyday Telford' account via the Telford & Wrekin Council Website. Once registered parent/carers apply for a school place on-line, once completed you will receive an acknowledgement email. Telford & Wrekin will notify parents/carers of places allocated in April of the following year by email.

In Telford & Wrekin, there is one admission date per year – September.

In Year Admissions

An in-year admission is when a child applies for a place at our school from another school. All in-year admissions are administered by the LA and not through school. Applications need to completed via the Telford & Wrekin Council Website.

Admissions appeal (for entry during the academic year)

If a child is not offered a place at our school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. Governors have agreed that the admission number school for Old Park Primary School and Nursery is 80.

If parents/carers wish to appeal against a decision to refuse entry they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on Schools Admissions Appeals which came into force in September 2004.)

The planned admission number (PAN)

The 'planned admission number' is the number of children the LA considers the school can accommodate. Governors have agreed to set the Old Park Primary School and Nursery admission number at 80 for each year group. We keep this number under review and the Governors will apply to change the number if circumstances change.

Reception and Key Stage One

We teach reception and Key Stage One children (aged five to seven) in classes that have a maximum number of 30 children. This is in line with Government guidelines regarding class sizes for younger children.

Key Stage Two

We teach Key Stage Two children (aged seven to eleven) in classes that do not have a maximum number.

Monitoring and review

This policy is agreed by the Governing Body and will be reviewed every 2 years or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.