

## Ludlow Infant and Nursery School

### Admissions Policy

Although we are an academy, part of the Bishop Anthony Education Trust, Shropshire Education Authority continue to have responsibility for the education of pupils in Shropshire. Therefore the school continues to use Shropshire Education Authority admissions policy.

Shropshire Education Authority has standard application forms which parents must complete for admission to any school in Shropshire. These forms are available from the school and should be returned to school when completed. The school returns the forms to the Local Authority (LA) which will allocate places. Ludlow Infant School may admit up to 70 children in each year group. If there are spaces, children are admitted. If there are not enough places parents may appeal against the LA's decision not to grant a place.

Appeals are based on how close children live to the school, whether brothers and sisters attend there, medical circumstances or special educational needs. If you would like your child to attend Ludlow Infant and Nursery School, please ask for an admission form and return it completed to school by the beginning of the January before the year your child is due to start school.

The school's current admission policy is operated by the Shropshire Local Authority which is the admissions authority for all the Community and Controlled schools in Shropshire. Full details of the policy, together with information about arrangements for admission, are set out in the 'Parents' Guide to Education in Shropshire'. Copies of this booklet are held in school for the reference of interested parents, in local libraries, and are available on request from the Admissions Team, Education Services Directorate, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. Any specific requests for information on admissions should be directed to the Admissions Team on 01743 254368.

Application Forms and further information for Nursery and TOTs are available from the office. Children usually spend three terms in Nursery before they start school. They can start in the term after their third birthday. Please register your children in good time for Nursery. Children must be registered at least one whole term before they are due to start. Places are allocated at the beginning of the term prior to children starting. Parents will be informed in writing when they are offered a place.

Children can start in TOTs as soon as they are two years old if parents are paying. If they are entitled to 24U funding they start the term after their second birthday.

Parents of a four-year old child can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age.

- In order to assist schools in making the necessary staffing arrangements, parents wishing to defer their child's entry to school are asked to inform the school as soon as they have been allocated a place.
- Parents can also request that their child attends school part-time until the child reaches compulsory school age, and/or choose a place at a nursery or other early learning setting if they would prefer.
- Any parent considering part-time attendance for their child is advised to discuss this with the headteacher as soon as a school place has been allocated.
- Parents who opt to defer entry to the term after their child's 5th birthday, will not lose a Reception place which has already been allocated through the applications process. **However, where a child's 5th birthday falls in the summer and parents wish to defer entry to the Autumn Term, the child would normally be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday, by which time there might not be any places available in the year group.**

**NB - For further information on admissions, please visit the local authority website for admissions:**

