

Admissions Policy for September 2009

Upwood Primary caters for children aged 4 – 11 (Reception up to Year 6). The school's catchment area serves the villages of Upwood, Wistow, The Raveleys and Ramsey Heights. Applications are welcome from all parents, regardless of where they live. You are welcome to visit the school with your child(ren). Please arrange a suitable time with the Head Teacher.

Reception

Children start school at the beginning of the academic year in which they are five, that is in the September of that year. The integration timetable for Reception is as follows:

Week 1 – home visits are timetabled. The Reception class teacher (Miss Mee) and the teaching assistants visit children in their own homes. This is an opportunity for parents to share information, and for children to meet their class teacher in an environment where the child feels secure and safe.

Week 2 – all children are part-time and will either attend mornings only or afternoons only. Children are part-time to allow staff time to settle children into the routines of the class.

Week 3 – children remain part-time, children who attended mornings will attend afternoons only and vice versa.

Week 4 – all children are full-time.

For admission into Reception in September 2009, the CCC Admissions Department will offer places to 30 children. This is the Published Admission Number (PAN) for that group. In the event that more than 30 applications are received, the oversubscription criteria (below) will be applied to determine priority for places.

Oversubscription Criteria

Where applications exceed the PAN, places will be allocated in order to:

1. Children with a statement of special educational need which names the school or for whom this is the only school that can meet their long-term medical needs.
2. Children living in the catchment area with a sibling at the school at the time of admission.
3. Children living in the catchment area.
4. Children living outside the catchment area who have a sibling at the school at the time of admission.
5. Children living outside the catchment area who have been unable to gain a place at their catchment area school because of oversubscription.
6. Children living outside the catchment area, but nearest the school according to the shortest available travel route.

In cases of equal merit, priority will go first to children who are Looked After (children in care) and then to children living nearest the school according to the shortest straight line distance.

How to Apply

New Intake

The applications process for admissions into Reception 2010 (initial year of entry) is co-ordinated by the Local Authority. Parents should submit a Common Application Form, available from their child's catchment area school or from the Admissions Team, no later than December 2009. Offer letters will be issued by the Local Authority in April 2010.

Mid-Term Transfer

To apply for a place after the start of term or for any other year group, please contact the school for a mid-term transfer form which needs to be completed by the parent and the school your child currently attends. If the school is unable to offer a place, you should contact the Admissions Team for advice on 01223 699202.

Appeals

Parents of children who are refused a place at Upwood have the right of appeal to an independent appeal panel at the Local Authority. The panel will consider the circumstances of the case put before them and the parents must abide by the decision it makes.