



**Maple Grove  
Primary Admissions  
Policy  
2017-2018**

### **Planned Admission Number**

The admissions number for the school is 45 per year group.

### **Aims**

To give children and parents as much information about Maple Grove Primary School as possible.

To ensure children are ready and happy to start school.

To begin a partnership with parents that will be a lasting one and support the child's learning in school

### **Admission Dates**

There will be one entry date only, in September of each year, children will be admitted in the September before their fifth birthday.

### **Criteria**

There is no guarantee of a place for children living in the priority admission area.

In the event of oversubscription places will be allocated using the following criteria in the order given:

1. Looked After Children and previously looked after children
2. Children with a sibling attending the school;
3. Children living in the priority admission area;
4. Remaining applications.

No discrimination will be made on grounds of race, gender, disability, religion or special educational needs

In the event of oversubscription within any of the above criteria, priority will be determined by straight line distance from home to school, those living closest being given the highest priority.

### **Procedures**

Parents will be invited to a 'new intake' meeting prior to admission, and home visits are also offered. Parents are welcome to look around (with or without their child) which can be arranged by ringing the school office to make an appointment.

No children are admitted until personal contact has been made and birth certificate and proof of residence has been seen and photocopied by the school office staff.

Parents are given a copy of the Home School Agreement and asked to complete a personal information sheet for their child.

Once the child has been admitted, parents are requested to keep in close contact with the child's teacher to ensure their child's transition is a smooth one.

If the child transfers from another school, as soon as the child starts school, the school Administration Assistant requests UPN numbers and records from the previous school.