



COLLIS PRIMARY SCHOOL

ADMISSIONS POLICY

EQUAL OPPORTUNITIES

Collis Primary School is committed to offering equal opportunities to all pupils, parents, staff and governors. We do not discriminate on the grounds of ethnicity, religion, gender, ability or sexuality.

ADMISSION TO THE NURSERY

At Collis School we have 52 places in our Nursery unit, divided equally between the morning and afternoon sessions. Each session is three hours long, commencing 8.45am in the morning and 12.30pm in the afternoon, five days a week.

Children are eligible to join our nursery during the academic year in which they become four years old. All children join at the start of the school year in September.

Families are invited to visit the nursery when their child is 2½ years old. The headteacher offers individual appointments to view the nursery and the school at work during the day.

An application form can be downloaded from our website, or is available from the school office. Applications need to be supported by a copy of the child's birth certificate and proof of the home address, e.g. Council Tax Statement, utility bill or similar.

The closing date for applications is generally the February before entry. It is very important to apply on time, so applicants should check the closing date by calling the school or visiting our website. All late applicants will not be considered until all on-time applications have been dealt with.

Morning and afternoon sessions are allocated at the discretion of the Nursery staff. Priority for morning places will only be given to families who will have a child in the reception class in the same year. The classes aim to reflect a balance of ages and gender.

Offers of places are made in writing. If a family does not respond to the offer within the deadline stated, it is assumed the place is no longer required and the place will be offered to the next child on the waiting list. The offer process starts towards the end of March and can take some weeks to complete. Families are advised to inform the school if they will be on holiday or away from home for any length of time during the period March – June when the offers are being made. Families will be informed in writing when the nursery is full.

Please note, acceptance of a nursery place does not guarantee a place in the school.

Allocation of places in the Nursery

Each year the Nursery is very oversubscribed. Places are therefore allocated strictly in accordance with the guidance set out by the Local Authority, as follows:

1. Children in public care.
2. Children who have exceptional reasons to attend Collis Nursery (to be discussed with the headteacher and to be allocated at the school's discretion).
3. Children who have an older sibling already attending Collis School at the closing date for applications.
4. Children who live within the Borough of Richmond, who live closest to Collis School. A measurement is taken from home to school, measuring the shortest route by road or publicly maintained footpath.
5. Children who live outside the Borough of Richmond, again in order of distance.
6. Late applicants.

Further information can be found in

Starting Nursery – A Parent's Guide, available from the school or by contacting the Admissions Department on 8891 7514.

ADMISSION TO RECEPTION

Children join the Reception class in the academic year in which they become five. We are a three form entry school with 90 Reception places. All children join at the start of the Autumn Term on a part-time basis (8.50am – 12.00), progressing to full days from January (8.50am – 3.15pm).

Parents, who have not done so already, should make an appointment to visit school. The headteacher offers individual visits to families to view the school during a normal working day.

Applications are made on-line via the Richmond Borough website www.richmond.gov.uk/online_admissions. Applications are not made to the school. Information booklets explaining the application process are mailed to all families registered with us in September. Applications should be submitted by mid January. Again, it is very important to apply on time. Please refer to the Borough website for the exact dates.

Please note, acceptance of a nursery place does not guarantee a place in the school.

Collis school receives far more applications than there are places available. Places are, therefore, allocated by the Borough according to its admission policy.

Allocation of places to Reception Infants

1. Children in public care.
2. Children with exceptional educational, medical or social circumstances.
2. Children who have a sibling at Collis school at the time of admission.
3. Children living closest to the school, measured by the shortest route by road or maintained footpath.

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Parents have the right to appeal to the LA if their child is not offered a place at the school of their choice. Appeals are considered by an independent panel.

Further information can be found in:

A Parent's Guide to Local Primary Schools available from the school or from the Local Authority 8891 7514

ADMISSION TO OTHER YEAR GROUPS

Admission to all other year groups is now handled by the Local Authority.

Families applying for a place in Years 1 – 6 or in Reception after the start of term should contact Richmond Borough's Admissions Section on 8891 7535 to obtain an application form.

Families are welcome to contact the school to enquire about vacancies and to arrange a visit if they are new to the area.

Jayne King
4/10/11