



ADMISSION POLICY FOR VICTORIA COMMUNITY SCHOOL

We follow Staffordshire County Council policy and guidelines on allocation of places. The school has a two class intake per year into Reception.

Criteria for admission

- The child should be aged four years old by 1st September of the academic year of entrance.
- Application for admission for the Autumn Term should be made by 16th January of that year.
- Parents should complete an admission form even if they are resident within the school's catchment area. Admission forms are available from the school office.

Published Admission Number

- In consultation with the governors the Local Authority (LA) determines the number of pupils that may be admitted the school each year; this is generally referred to as the school's published admission number (PAN).
- The PAN for Victoria Community School is 60.

Allocation of available places

If the number of applications for admission to a school exceeds the school's planned admission number then the following order of priority will be used to allocate the available places:

(a) Pupils who are looked after children

(b) Pupils who satisfy **both** of the following tests:

Test 1 They are distinguished from the great majority of other applicants either on medical grounds or by other exceptional circumstances.

Medical grounds must be supported by a medical report (obtained by the parents). It must clearly justify, for health reasons only, if it is better for the child to attend the preferred school rather than any other school.

Exceptional circumstances must relate to the choice of school; i.e. the circumstances of the child not the economic or social circumstances of the parent.

And

Test 2 They would suffer undue hardship if they were unable to attend the school.

(c) Pupils who have an elder brother or sister in attendance at the school and who will still be

attending the school when the younger child is admitted;

- (d) Pupils living within the catchment area of the school
- (e) Other pupils arranged in order of priority according to how near their home addresses are to the school. This is measured by the shortest walking route. (Distance will be determined by the use of a computerised GIS system).

Where it is not possible to accommodate all pupils within a particular group the LA will allocate the available places in accordance with the remaining criteria. All applications are considered against the published criteria, with no priority awarded for early applications. Late applications will only be considered in exceptional circumstances.

Appeals

If an application is unsuccessful, parents have the right to make an appeal to an Independent Appeals Panel. Details are available from the Staffordshire Local Authority.