

ADMISSIONS POLICY

1 Introduction

1.1 The governing body of **Crown Heights Academy** applies the regulations on admissions fairly and equally to all those who wish to attend this school.

2 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this may not always be possible, due to the excess demand on the school places available.

3 How parents can apply for their child to be admitted to our school

3.1 Admission for a place in our school could be done online via our website or in the school. An admission form will be made available to the applying parents for a fee. Depending on the age of the child, s/he will be assessed in a class during the school day; or invited to sit for an entrance test. Admission will usually be offered if the child performs satisfactorily during the assessment.

3.2 In our school, children enter school in the academic year they become two. There is one main admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is two should ensure that they complete the necessary application form by the end of **August of that year**. However, if places are available, the school reserves the right to admit children up to the first half of the second-term on merit basis.

4 Admission appeals

4.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by writing to the board of governors. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school.

5 The standard number

5.1 The standard number is the number of children the school can accommodate. The standard number for our school is **15 children per class**. We keep this number under review and the governors will apply to change the number if circumstances allow.

6 Review

6.1 This policy will be reviewed as the need arises with the Admissions Authority in the light of any changed circumstances in our school or the local area.