

## **Admissions Policy**

### ***Purpose***

- To ensure that every child has fair access to the school.

### ***Responsibility***

- The committee shall be responsible for allocating places predetermined on predetermined basis.

### ***Procedure***

- Publicity.
- Place notices as appropriate in the community.
- Make available publicity material in appropriate community languages as required.

### ***Admission Forms***

- Admission forms available from the school.
- Parents shall complete the application form and return it to the school with the relevant documents as stated on the application form.
- The Head Teacher shall mark each form with the date received.

### ***Admission arrangements, priority shall be as follows:***

- Children with brothers or sisters already at the school.
- First come first served basis.
- All parents on the waiting list shall be informed of their priority numbers.
- Once a child has been offered a place, parents will be advised to bring the child to the school for assessments on the open

Leicester Community Academy - (The charity Leicester Educational Trust runs the school Leicester Community Academy)

day for new pupils. These assessments are not for selection purposes, they will inform the teachers of a pupil's strength and weakness in the core subjects and will determine their levels to help plan teaching accordingly.

- Parents wishing to enrol their child after withdrawing from the list or after refusing a place or withdraws a child partway through the academic year shall be put at the back of the list.

### ***Documentation***

- Admissions forms.

Reviewed: December 2017

Next Review: December 2018