

Reviewed: April 2016

Ratified: May 2016

Review date: May 2018

## **STOW ON THE WOLD PRIMARY SCHOOL 2017-18**

### **Admissions Arrangements**

Please note that all parents are advised to contact the local authority to find out about the admission arrangements for our school as we are a Community school maintained by the Local Authority.

For usual admission entry in reception please contact Shire hall at the address below or see guidance on their website

<http://www.gloucestershire.gov.uk/education-and-learning/school-admissions/>

Please contact

Gloucestershire County Council

Shire Hall

Westgate Street

Gloucester

GL21 2TG

## *Admission to reception at Primary school for September 2018*

You can make a "Late" application by completing the common application form (see downloads on the right) or by sending an email application using the below format.

**Child's name:**

**Child's Date of Birth:**

**Child's address:**

**List up to 5 schools in order of preference and include any extra information such as sibling to include sibling's name, address & DOB, child in care, religion etc**

**Your name:**

**Your address if different to the above:**

**Your relationship to the child:**

**Your contact details:**

**Important!** Please read the admissions booklets which provide essential information about our admissions procedures and policies.

Please be aware that as a late application it will not be considered until all the on-time applications have been processed; and in some cases a school place may not be allocated until after allocation day which means that you may not be notified of your child's school place until after 16<sup>th</sup> May

## Key dates

- **From November 2016** Letters sent out explaining how to apply for a school place. If you are a Gloucestershire resident and you still have not received a letter by December 2016 please contact coordinated admissions
- **From 7 November to 15 January 2017** online application facility open.
- **Sunday 15 January 2017** - Closing date for all applications
- **Tuesday 18 April 2017** - Allocation Day.
- **Tuesday 2 May 2017**- Closing date to return reply form accepting the school/academy place allocated or requesting to go on waiting list
- **After Tuesday 16 May 2017** - Letters sent out advising outcome of waiting list requests
- **Friday 26 May 2017** - Closing date for return of reply forms
- **June - July 2017** - Appeals

### Important!

Please read the admissions booklets for 2017/18 and the information (on the right) which provides essential information about our admissions procedures and policies.

Did you know that you must apply to the county council for a primary school place, even if you have put your name down at a school or your child has an older sibling at that school?

Every year, there are parents who do not put in an application form for their child as they believe they do not need to do so, having put their child's name down at their preferred school. Others don't apply as they think that their child will be automatically admitted to the school their older brother and sister attends or to the school that the child's nursery or pre-school is linked to.

An application must be made to the county council for every child starting school in September 2018

Parents can apply online 24 hours a day, seven days a week from November until midnight on January 15<sup>th</sup> or by completing a paper form which can be downloaded from the same site or requested from the county council's Co-ordinated Admissions on 01452 425407.

Full information on the admissions process and information about individual schools is available in School Admission Guidance and Infant, Primary and Junior booklet available online. It is important for parents to read this information before applying for a school place.

Parents are encouraged to list five preferred schools on their form as school places cannot be guaranteed - failing to include second, third, fourth and fifth preferences could lead to children being allocated school places parents would not have listed. Parents must apply online or return their form by January 2018.

Parents will find out which school they have been allocated in April and will need to return the reply form by May 2<sup>nd</sup>.

After May 16<sup>th</sup>, if parents have requested an alternative placement, or have made a late application, they will receive the result of

the reconsideration of the school place application. Appeals will be held for admission to schools during June and July.

If you have any questions about primary school admissions, contact Gloucestershire County Council's Co-ordinated Admissions on 01452 425407.

## *Contact us*

If you have not managed to find an answer to your question in the information above please read the School Admissions Guidance Booklet 2017-18 available in the download box or contact the Co-ordinated Admissions Team.

## Applying for a school place during the school year

If you move to the area during the school year or your child needs to move school for other reasons, you will need to apply for a school place by contacting the school directly using the forms below.

**Please note:** An application is not an in-year application if your child is due to:

- Start school in reception for the **first time** in September 2018
- Transfer from year 2 to a dedicated junior school
- Start year 7 in a secondary school for the first time in September 2018

In these circumstances please refer back to the School Admissions page and follow the instructions to apply for a school place.

### *How to apply for an in-year admission*

You will need to complete an In-year application form (DOC, 88.5 KB) for each child. This can then be posted or taken into the school you have chosen.

Alternatively, you can complete and send the form directly to the school by email.

Each school you apply to will let you know if they can offer your child a place and will arrange a start date with you.

For a more detailed explanation please refer to our In-Year School Admissions Guidance booklet (PDF, 692.8 KB) .

### Guidance for schools

- In-Year Admissions Guidance for Schools (PDF, 233.8 KB) (PDF, 233.8 KB)

## More information and help

If your preferred school does not have any places, we can advise you on how to appeal and how to apply for other schools in the area.

For more information contact us:

Email: [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk)

Phone: 01452 426015

### **Our Policy for admissions**

*Stow-on-the-Wold Primary School will be at the heart of the community; a place where everyone is keen to achieve and share in success, making best use of all resources and celebrating diversity.*

*Everyone will have a clear understanding of their contribution to the School in its central role of raising standards; educational, physical and social.*

The majority of children transfer to Stow on the Wold Primary School from a number of pre school settings in the locality, mainly Stow Nursery school, playgroups in Stow, Moreton in Marsh, and local villages. Some children transfer to us from child minders and nurseries, others have no pre school experience in an educational setting.

The reception class teacher visits the local playgroups to see the children in their pre school settings, to meet with foundation stage staff and to help make the transfer to school as smooth as possible. Home visits are arranged, if appropriate. Parents are advised to register their child at school by December of the year prior to admission. Children are encouraged to visit the school for several induction sessions during the summer term prior to admission where they join the class for story time and activities. Parents are also invited to attend an Induction Evening where they can meet their children teacher, the Head teacher, and existing parents, and see their child's new classroom.

Those seeking admission to Stow on the Wold Primary School from other schools are encouraged to make an appointment to be shown around by the Head teacher, as are those moving to the area from elsewhere.

In the event that the number wishing to enter Stow on the Wold Primary School exceeds the number of places available, the following criteria stand: -

#### **First Looked after children and those with a statement naming Stow Primary School**

#### **Second Children with a sibling at the school (living at the same address)**

#### **Third Children who live closest to the school.**

<b>School Hours</b>	School starts	8.55 am
	Break time	10.30 am- 10.45 am
	Lunch time Key Stage 1	12.15-1.30 pm
	Lunch time Key stage 2	12.15-1.15 pm
	School Ends	3.10 pm

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