



ADMISSIONS POLICY

Northfield Manor Primary Academy is a two form entry school with 60 places in each year group. The Governing Body will agree the admissions number for the school on an annual basis in consultation with the Local Authority. We do not have a specific catchment area. Parents have the right to express a preference for the Primary School of their choice, in line with LA policy. They do have the right of appeal if not allocated the school of their choice and have to appeal directly to the Authority. The closing date for appeals is subject to change each year and can be found at www.birmingham.gov.uk.

Reception Admissions

A series of open afternoons and an open evening are held during the Autumn Term when prospective parents are invited to visit the school.

Children in Birmingham are eligible for admission to school in the September after their 4th birthday. Parents can apply for a place in the Autumn Term of the year before their child turns four years old. More information about the admissions process and how to apply can be found at www.birmingham.gov.uk. The contact number for Birmingham Admissions is 0121 303 1888.

The school office will write to all parents who have accepted an offer from the Local Authority of a Reception place for their child at Northfield Manor Primary Academy. This will inform them of all dates and meetings that they need to be aware of. If a parent does not return the reply slip, the school office will send a letter notifying them that they have seven days to accept. If they still do not accept the place after seven days, Admissions and Appeals will then allocate any unaccepted places to children on their Reception waiting list.

Parents of new Reception children are invited to a New Parents' Evening in May/June. The Reception teachers visit the children in the nurseries or playgroups, and the children then spend two sessions in school in the Reception classrooms. When Reception children start school, they are admitted in groups of twenty at a time, (ten in each class) over a period of three days, and then they all attend on the fourth day.

In-Year Admissions

Any parent wishing to admit their child in another year group or into Reception after the normal intake in September should apply directly to the school. They will need to complete the form "Application for a Change of School (In-Year)" and return it to our school office. A member of staff will contact the child's current or previous school. A place will be offered provided the admission limit for that year group is not exceeded.

When there are no spaces available in a year group the child will be placed on either the schools In-Year or Reception waiting list. This is managed by the school office staff, who advise the Local Authority on a weekly basis of any applications for school places or any children that have been admitted.

The following over-subscription criteria apply for waiting lists:

- Looked after children (in public care)
- Where the child has a brother or sister currently attending the school
- Proximity of the child's home address to the school

Parents will be informed of their right to appeal.



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Date agreed by the Governing Body: 21/3/17

Signed: Dave Duff

(Chair of the Governing Body)