



Marriott Primary

Achieving Together

ADMISSIONS POLICY

Adopted	7th December 2021
Signed (Chair of Governors)	<i>Steve Wilson</i>
Reviewed (Due December 2022)	
Signed (Chair of Governors)	

Rationale

The purpose of this policy is to provide clear guidance for parents and carers on how to apply for a place at this school in Foundation 1/Nursery for a child aged 3 on the 1st September in the proposed year of entry and for entry at F2 and all other years.

Guidelines

Foundation 1/Nursery

- Places will be offered on a part-time basis for 5 mornings per week per child, from 8.30 a.m.– 11.30 a.m.
- All places to start in the autumn term. Although in exceptional circumstances, places may be offered throughout the year; this is dependent on the cohort for that year and whether the needs of the child can be met.
- Parents / carers wishing to apply for a place in Foundation 1 should contact the school office by the April of the admission year.
- The school office will contact all parents by May to confirm that a place is available and correspondence will be sent out by email.
- Please note that attending a school in Foundation 1 does not guarantee a full-time place at the school the following year when the child is 4+. Application for a full-time place in Foundation 2 must be made to the local authority.

Foundation 2 and above

Admissions to Foundation 2 and above are handled by Leicester City Council's School Admissions Service. All admissions must be completed online via the following link

<http://www.leicester.gov.uk/schools-and-learning/school-and-colleges/school-admissions/starting-school>

The School Admissions Service can be contacted by phone on 0116 454 1009 (option 1) or by post at:

School Admissions Service,
Customer Service Centre,
York House,
91 Granby Street,
Leicester,
LE1 6FB.

Entry in to Foundation 1

Once parents have received an offer of a place in Foundation 1, staff will make contact with parents to arrange a home visit during the summer term if appropriate. There may be times where home visits will have to be cancelled and every effort will be made to meet the child in school.

The start date for children in Foundation 1 is the same as the rest of school (i.e. the start of term).

In order to meet individual needs and ensure a positive start to school for all children, the starting date for an individual child may be delayed at the discretion of the Co-Headteachers.

Entry into Foundation 2

Before the end of the summer term, children who have been offered a full time place by admissions and are new to Marriott will be invited into school with their parents / carers for induction visits.

Children in Foundation 1 at Marriott, who have been offered a place by admissions, will take part in a transition period in their new Foundation 2 class. The transition classes will be held at the end of the summer term. Home visits will also be arranged where appropriate.

Key Points for all admissions

- All parents must complete an application form in full that includes the contact details of at least **two** people who can be contacted in an emergency. Your child will not be admitted to school without this information.
- All parents must inform the school of any medical conditions and provide appropriate medical documentation to support this. Your child will not be admitted to school without this vital information.
- All parents must inform the school of any dietary requirements at the time of application and provide appropriate documentation to support this (where necessary). This will enable the school to prepare a special diet menu.
- Uniform is compulsory and must be worn by all children at school. Please contact the office to purchase your uniform before they start school.