

Admissions Policy

1 Introduction

- 1.1** In order to maintain quality education for all pupils, the following admission procedures are established in Burlais Primary School.

2 Aims and objectives

- 2.1** We are an inclusive school that welcomes children from all backgrounds and abilities. We are a school community and believe that we have a commitment to promote equality.
- 2.2** The Local Authority (LA), the City and County of Swansea, is the admitting authority for all community schools in the area. The Authority decides on issues such as the maximum size of schools, the arrangements for the expression of parental preferences and appeals and the criteria to be used in determining pupil admissions. The Headteacher and Governing Body have been delegated with specific duties within the overall policy of the LA in respect of individual admissions. A copy of the LA's admission is available from the school office if needed.
- 2.3** The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of our school.

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

- 3.1** Parents can apply on line (<http://www.swansea.gov.uk/applyforaschoolplace>) or in writing for a place at the catchment school or express a preference for a placement at an alternative school.
- 3.2** The LA publishes composite admission arrangements each year including information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.
- 3.3** Children enter full-time school in the academic year they become five. The LA contacts parents in writing, in January before the child is due to start full-time education in September. Parents are invited to make an application to the LA, preferably on line, for a place in their chosen school.

Applications should be completed by the date stipulated in the letter and sent to the LA. The LA notifies parents in writing as to whether their application has been successful.

- 3.4** Pupils in Year 6 transfer from Primary to Secondary school in September following their 11th birthday. Parents of Year 6 pupils receive a letter from the LA inviting them to apply for a school place, preferably on line, during the September before the transition is due.

4 Admission appeals

- 4.1** If an application for a place at this school is refused, parents will be informed in writing that they have the right of appeal to an Independent Appeal Panel.
- 4.2** 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.
- 4.3** Because of the statutory class size maximum of 30, there are very restricted circumstances in which an appeal for a place in a Foundation Phase class (Reception, Year 1 and Year 2) can be successful.

5 The Admission Number (AN)

- 5.1** In Burlais Primary School our AN is currently 73. If the school receives applications outside the normal admissions round, the application will be successful as long as the AN has not been reached in the relevant year group. If the AN has been reached, the application is sent to the LA for a decision and applications will be allocated by applying the LA's admission criteria.

6 Nursery Admissions

- 6.1** From September 2021, the LA has asked schools to co-ordinate applications for Nursery pupils. Parents can apply directly to the school in writing for a place. If parents contact the school it is always explained that children accepted into the Nursery class in Burlais Primary School will not automatically transfer to the school's Reception class, but all parents will have to follow the LA's application process for admission to full-time school.

7 Review

- 7.1** This policy will be reviewed annually in the light of any changed circumstances in the Local Authority or our school.

Reviewed September 2026