Ladygrove Primary School and Nursery



Admissions Policy

September 2025
Due for review September 2026

Our school is a community school and it determines the admission arrangements for children of statutory school age in agreement with the Local Authority (LA). Our Admissions for children who are of statutory school age are managed by the Local Authority Admissions Team and queries regarding availability of school places should be directed to them. The Local Authority Primary School Information booklet informs parents of how to apply for a place at our school. This documents is available on our school website.

Planned Admission Number (PAN)

Our current school planned admission number is 60. We keep this number under review and the Governors will apply to change the number if circumstances change.

Reception and Key Stage One

We teach our Reception class and our Key Stage One children (aged five to seven) in 6 classes that have a maximum number of 30 children. This is in line with Government guidelines regarding class-sizes for younger children.

The only reason we would go over PAN in Reception or Key Stage 1 is due to an appeal panel decision or if the child is a 'child in care'

Key Stage Two

We teach Key Stage Two children (aged seven to eleven) in classes that do not have a maximum number.

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

Information for Nursery Parents:

We have our own Nursery class within school. We manage admission arrangements for this class as the children in it are not of statutory school age. If you wish for your child to be allocated a place within our Nursery class, please contact the main school Reception on 01952 388370. Our Nursery class currently accommodates up to 45 children, although it is only planned to reach this capacity in the Summer Term. We only admit children into this class when they reach the term before their third birthday. In cases of over-subscription to Nursery, we will allocate places to children in care first, then siblings of children in school, then children who meet the criteria for EYPP, then children who live in the school catchment area, and then finally we look at distance from school.

Information for Reception Parents:

The LA's Primary School Information Booklet, which is produced by the School's Admission Team, contains information regarding arrangements and protocols for entry into our school. It informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not in itself guarantee a place at that school. Application should be made directly to the Local Authority in line with the timeframes stipulated in the document. The LA will notify parents of places allocated in March of the following year.

In Telford & Wrekin there is a single entry each Autumn Term (September) for children starting in Reception.

In year admissions:

An in-year admission is when children apply for a place at school our school from another school. All 'In-Year' admissions will be administered by the LA and not through the school. The Admissions team at the Local Authority will deal with any queries which you have.

Admission appeals – for entry during the academic year

If school is already at PAN, the local authority will not be able to allocate your child a place at school; unless there is a specific circumstance that allows this, for example if your child is a child in care. You have the right to appeal against this decision.

An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom a place had been refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals which came into force in 2022.)

Monitoring and review

This policy will be monitored by the Governing Body and reviewed every year or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

Policy – document status:			
Date of policy creation	September 2017	Named responsibility	Joanne Weichlbauer
Date of policy review	September 2025	Named responsibility	Joanne Weichlbauer
Inception of new policy	September 2025	Named responsibility	Governors
Date of policy adoption by the governing body			October 2025