



# **Canklow Woods Primary School**

## **Admissions Policy**

Review October 2016  
Date: October 2015

# ADMISSIONS POLICY

Admissions for statutory education at Canklow Woods Primary School are handled by Rotherham Local Authority Primary Admissions Department and Appeals, who will allocate places taking into account whether or not a child is living in the school catchment area and, following this, the proximity of the child's residence to the school premises. Statutory education begins in FS2. Primary places need to be applied for and applications are made through the completion of the COMMON APPLICATION FORM which is to be found in the Local Authority ADMISSION BOOKLET.

## Parental Preference

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. They are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis.

## PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION

Date of Admission to the School for 2015-2016

(Please see 'Important dates' below, as places must be applied for before the closing date)

Although the law does not require children to be admitted to school until the beginning of the term following their fifth birthday, the Governing Body, being the admissions authority for this school, will admit children into school at the beginning of the September term each year; i.e. children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August – will be admitted at the beginning of the Autumn Term in September. The admission number for Canklow Woods Primary School for 2015-2016 is 30 pupils per class.

The following link will take you to the local authority booklet explaining admission procedures for Rotherham Primary Schools.

[http://www.rotherham.gov.uk/downloads/file/1355/admission\\_to\\_primary\\_school\\_booklet\\_201516](http://www.rotherham.gov.uk/downloads/file/1355/admission_to_primary_school_booklet_201516)

## Important dates:

Places will be allocated based on your residential address on **15th January 2015**. Therefore you must notify the Admissions Team in writing if you change address before this date. You may be asked to provide written proof of residence (e.g. utility/council tax bill). You can apply online at [www.rotherham.gov.uk/schools](http://www.rotherham.gov.uk/schools) until **3rd December 2014**, or you can apply using the Common Application Form provided until the **15<sup>th</sup> January 2015**.

On **16th April 2015** a letter will be posted to your home address to notify you at which school the local authority intend to offer your child a single school place.

## First Steps (Two year olds)

First Steps places should be applied for directly to the school on 01709 828405. The unit is authorised to offer 16 places per half day session, currently however we are maintaining a limit of 12 part time places per session. Free places are available to two year olds who qualify for early education funding. To find out if your child is eligible for a free place please ring Families Information Services on 08000 730230. A limited number of paid places are available to two year olds whose parents/carers do not qualify for this support. **Please note that children who have places in First Steps do not automatically qualify for a place in Foundation Stage 1 (Nursery)**

## **Foundation Stage 1 Places (Nursery)**

Please note that Foundation Stage 1 (Nursery) places should be applied for by contacting the school, who will then notify you of the next steps.

**PLEASE NOTE THAT ADMISSION TO FS1 DOES NOT GUARANTEE A PLACE IN FS2 FOR THE FOLLOWING YEAR. ALL DECISIONS ABOUT FS2 PLACES ARE MADE BY THE LOCAL AUTHORITY ADMISSIONS DEPARTMENT.**

## **Comprehensive School Admissions**

Whilst Oakwood High School and Brinsworth Comprehensive School are the two most common schools for Canklow Woods Primary School children to attend at the end of Key Stage 2, there is an element of parental choice and a small number of children attend other Local Authority Comprehensive Schools.

**Places for must be applied for through the Local Authority and parents/carers must apply either online by 16 October or by post by 1 December 2014.**

Please use the following link to access information about applying and starting Comprehensive School, including the 'Admissions to Secondary School 2014-15' booklet:

[http://www.rotherham.gov.uk/info/200086/schools\\_and\\_colleges/797/starting\\_secondary\\_school](http://www.rotherham.gov.uk/info/200086/schools_and_colleges/797/starting_secondary_school)