



Admissions Policy

Approved 16th November 2018 Teaching & Learning Committee
Full Governing Body 6th December 2018
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Introduction

As a community and controlled school, Derbyshire County Council is the admission authority for the school.

Full details of admission arrangements can be found at
<http://www.derbyshire.gov.uk>

The planned admission level for the 7+ age group in 2019/2020 is 60. Attendance at Brockwell Infants gives no priority for admission to Brockwell Juniors. Places need to be applied for.

Full details of the admission procedure, and the criteria used, is contained in Derbyshire County Council's booklet entitled "How to apply for a place at Primary School - A guide for parents". It is important that parents are familiar with the contents of this booklet. A copy of the booklet and admission procedure can be found at: <http://www.derbyshire.gov.uk>

Each year, Brockwell Junior School admits eligible pupils on request up to our published admissions number.

In the event that school is oversubscribed a waiting list is held by Derbyshire County Council and places are released if and when a child leaves school in that year group.

In Year admissions are dealt with by DCC

The maximum class size for our other junior classes is 34 pupils but may be changed by the Governors if the need arises.

At the present time pupils will only be considered for admission to classes in other year groups where there are less than 34 pupils on roll.

In allocating places to Brockwell, we follow the guidelines of the Local Authority. Their criteria are intended to ensure that those children in greatest need have access to junior places. Please see the link above.

Before any child is admitted to school, it is important that parents and previous providers have informed us of anything vital to meeting the child's needs. All children admitted to Brockwell Junior School should ideally visit before being admitted and this provides an opportunity for knowledge to be passed on. In addition, records are sought from previous primary education providers.

Parents are expected to complete and return registration papers including a registration form, pupil permission form, IT permission agreement and home school agreement prior to close of school in the term before the child starts school. Parents are required to be clear about the phone number required on our text service and must provide three emergency contacts.

To support parents selecting the most appropriate school for their child a school brochure is available and can be found online at www.brockwell-jun.derbyshire.sch.uk This contains further details including our mission statement, values and aims and day to day matters in school.

To ensure that children make a positive start at Brockwell Junior School, we have several opportunities for them to visit the school. All children due to start at Brockwell Junior School will have the opportunity to visit several times following our transition timetable during June and July. Parents moving into the area may bring their child in at any time.

A meeting for new parents is held during June or July when they are able to see the school, meet the staff and discuss any matters of interest. Those parents unable to attend, or whose child is starting at a later date, may contact the school when the headteacher will be pleased to show them around the school at a convenient time.