

## Townley School and Pre-School Admissions Arrangements



The administration and management of admission arrangements to Cambridgeshire schools is dealt with by Cambridgeshire County Council. The reception admissions policy and criteria for each school, together with an application form, are available from the county council admissions team and must be returned to them see link below [http://www4.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/363/apply\\_for\\_a\\_school\\_place/4](http://www4.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/4)

For admission to Townley Pre-School please contact the Pre-School Manager, Kerry Hammond on 01354 638027. Admission into Pre-School is from age 2, dependent on numbers and staffing ratios.

### **Admissions Criteria for Reception**

The governors agree to accept the policy guidelines on admissions produced by Cambridgeshire County Council. The school will enroll pupils up to its agreed overall capacity and annual admissions limit.

### ***The Over-subscription Criteria for 2016-17***

Children who have a statement of special educational need that names the school will be admitted. NB: Those children with a statement of special educational need that does not name the school will be referred to Student Assessment to determine an appropriate place.

1. Children in Care, also known as Looked After Children (LAC)
2. Children who live in the catchment area who have a sibling at the school at the time of admission
3. Children living in the catchment area
4. Children who live outside the catchment area, but have a sibling at the school at the time of admission
5. Children who live outside the catchment area
6. Children who live outside the catchment area and who have been unable to gain a place at their catchment area school because of over-subscription
7. Children who live outside the catchment area, but nearest the school as measured by a straight line

In cases of equal merit, priority will go to children living nearest the school according to the shortest straight line distance.

### **Joining the School in Reception Year**

Please note there is **no** automatic transfer from Townley Pre-School to Reception - **applications must be made in all cases** through the local authority.

Starting school is a very exciting and daunting time for you and your child. We, as a school, will work with parents individually to ensure it is both positive and rewarding.

Pupils are admitted to Townley Primary School main school in the September of the academic year in which they are 5. During the previous summer term, visits take place to support children to become familiar with the routines and environment of the school.

In September, the children begin on a part-time basis and school staff conduct home/school visits to develop a greater understanding of individual children in their familiar surroundings. From the third week of the autumn term, children who are ready will be attending school full-time.

### **In-year applications (moving schools)**

**If you are moving into the area and would like a place at Townley School**

You should always apply for a school place through the **Local Authority's School Admissions Team**

**[http://www4.cambridgeshire.gov.uk/info/20059/schools\\_and\\_learning/363/apply\\_for\\_a\\_school\\_place/6](http://www4.cambridgeshire.gov.uk/info/20059/schools_and_learning/363/apply_for_a_school_place/6)**