******Mill Lane Community Primary School &**

**The Windmill Community Nursery**

***Together we can succeed***

**Admissions Policy**

Mill Lane Community Primary admits pupils according to the Admission Policies of the L.E.A. Information on how to obtain a school place will be available on line through the Oxfordshire County Council website.

**Reception**

4 year old children start full time in the autumn term of the academic year in which they become five – this allows us to provide full-time education to all children before they move up to Year 1 of the School.

**Deferred entry** – A parent may defer a child’s entry in to school, but not beyond the academic year in which the application is accepted. Parent may discuss this with the head teacher.

The Oxfordshire County Council (OCC) School Admissions Team manages admissions into our Reception Class. Please contact them directly for information and guidance on the school admissions process:

<https://www2.oxfordshire.gov.uk/cms/content/contact-school-admissions-team>

Our admission number is 30. The criteria that the local authority uses when allocating places is as follows (in order of priority):

* Children with an Education, Health and Care (EHC) Plan that names the school;
* Children who are looked after by a local authority within the meaning of section 22 of the Children Act 1989 at the time of their application or previously looked after children;
* Disabled children who need to be admitted to a school on the grounds of physical accessibility;
* Children who live in the designated area and have a brother or sister on roll at the time of the application who will still be attending at the time of entry;
* Children who live in the designated area;
* Children living outside the designated area who have a brother or sister on roll at the time of application who will still be attending at the time of entry;
* Those children who live closest to the school.

A pre-school meeting will take place in the half term before the child’s entry to school so that parents will be informed about procedures for starting school and a welcome pack will be handed out.

The Reception Class teacher will arrange for the new child to spend three sessions with the class before starting school.

**In-Year Transfers**

We accept in-year transfers into all year groups if there is a space (we have capacity for 30 children in each year group). The Oxfordshire County Council (OCC) School Admissions Team manage admissions into all our year groups and have the latest information on which year groups have space. <https://www2.oxfordshire.gov.uk/cms/content/transferring-or-moving-different-school>

**Appeals Process**

You may appeal for a place at Mill Lane if you have not been offered a place. OCC Schools Admissions Team manages the appeals process for Mill Lane School. The following link takes you to the OCC School Admissions Appeals page. This includes information on how to appeal, the timeline for appeals and an appeal application form.

<https://www2.oxfordshire.gov.uk/cms/content/appealing-school-place>

**Nursery**

Children are admitted part-time (15hours) to the Windmill Community Nursery the term after the child’s 3rd birthday. The school also accepts children under the Government’s 30 hours funded places.

The Nursery is open Monday to Friday 8.45am – 2.45pm. A morning session is 8.45am – 11.45am and the afternoon is 11.45am – 2.45pm. Children can do a half day or a whole day.

We have capacity for 26 children in each nursery session and we follow the Oxfordshire County Council Nursery School Admissions Procedures.

Nursery admissions are managed in school by Mrs Amanda Payne.

Telephone 01844 352106 or email: office .2465@mill-lane.oxon.sch.uk

**Date reviewed:** September 2018

**Next review:** September 2019