

# Lote Tree Primary School



## Admissions Policy

Application for a place at the school is to be made using the School Application Form. Any verbal applications are not accepted as a valid application.

Each application is also required to submit the relevant reports and results from examinations in support of the application as stated on the application form. The failure to supply these may void the application.

Children applying may also be required to sit admission tests if it deemed necessary.

Application received for the entry years for Primary will be processed on a first come first served basis. The intake number for these years is dependent on accommodation within the school and therefore will vary year to year. The school will also admit children in other school years up to the maximum number of pupils that can be accommodated in each year. It must be noted that these places are very limited. If the number of requests exceeds the number of places available, the following criteria apply in order of priority:

1. Children who have siblings attending the school
2. Children whose parents/guardians make a contribution to the running and administration of the school
3. Children of staff who are employed at the school.
4. Children who have strong social or medical grounds for admission
5. Children who live closest to the school

If the school does not have enough places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admission criteria each application being processed in the order in which the application was made.

Upon successful application an offer will be made in writing and an acceptance slip is required to be returned.

In order to secure your child's place and in line with our admissions policy we will require a deposit of £150.00. The deposit will be credited towards the school fees payment. Reception ages pupils may be eligible for LA funding, please see our fees policy for details. Deposits will be refunded accordingly.

Parents/guardians of children who are unsuccessful in gaining a place will also be informed in writing and will be placed on a waiting list if a place is still required. The waiting list is revisited on the occasion of any pupil leaving the school.

Parents/guardians who are considering sending their child to this school may visit, by making an appointment to see the Headteacher.