



# Nunney First School

An academy that is a member of The Partnership Trust

## **In Year Admissions Procedures 2017 - 2018**

In year admissions are requests for places at Nunney First School aside from the initial admission of Reception children each September.

As an own admission authority, The Partnership Trust is responsible for setting in year admissions processes for Nunney First School. The Partnership Trust has agreed that:

- Applications for a school place during the academic year must be made by completing the 'Somerset in year application form'. This can be downloaded from the school website or obtained from the school office.
- In year application forms should be handed/sent directly to the school office.
- The date and time the school office receives each application will be noted on the front page of the form.
- The Governors' Admissions Committee will consider applications on a weekly basis in term time only, with a closing date of 4.00pm every Friday.
- Governors will consider applications in the order in which they were received by the school office.
- Applicants will receive a written response within 7 school days following consideration of the application.
- Where a school place is offered it will be held open for 20 school days. The applicant will need to confirm acceptance within this time.
- Where a school place is refused, the applicant will be made aware of the Appeals Process.
- Applications will be considered no more than 5 weeks in advance of the required start date. Applications for school places received more than 5 weeks in advance of the required start date will be held until the 5 week date is reached. Holidays are not included in the 5 week period.
- The Admissions Committee will not offer places above the Published Admission Number (PAN) in any year group.
- In cases where the Admissions Committee considers that it will prejudice the education of children already on roll at the school, it will not offer Year 3 and Year 4 places where class sizes exceed 30 pupils, even if the cohort is under PAN.
- Applications for Reception in year places (1<sup>st</sup> September – 31<sup>st</sup> December of each academic year) must be supported by proof of address in the form of a copy of a signed tenancy agreement or exchange of contracts for a house purchase. This is to enable in year applications to be ranked alongside applications that might exist on a 'waiting list' formed during the initial admission of Reception children each September.