

ADMISSION POLICY AND PROCEDURES 2010/ 2011



Main School admission policies are the responsibility of the Local Authority who operate a co-ordinated admissions scheme. Each Torbay school serves a particular area but parents may apply for a place in any school by completing a TIPS Form which is available on the Council website. A more detailed application form is required by each individual school. The area primarily served by Oldway Primary School is shown on the attached map.

For general enquiries regarding admission procedures in Torbay Schools contact Pupil Services at Torbay Council 01803 208908

When offering main school places, parental preference is agreed wherever possible. If the number of requests to attend Oldway is greater than the number of places available, the Local Authority admissions criteria is followed (see below).

Parents may also apply for their child to be admitted to the part - time 52 place Nursery. There is great demand for the limited number of places available and parents should register children for it when they are three years old. The school admission form should be completed to apply for a place.

Nursery admission does not guarantee a school place.

Nursery Admissions for September 2010

Planned admission number 52 part-time places

Eligible children: date of birth that falls between 1st September 2006 and 31st August 2007. Application forms must be in school by 6th March 2010.

Main School Admissions for September 2010

Planned admission number - 90 places

Eligible children: date of birth that falls between 1st September 2005 and 31st August 2006. Torbay Council TIPS application forms must be sent to the Local Authority by 16th October 2009. Torbay Council will offer places on 11th December 2009.

Admission Criteria - priority for applications:

1. Looked after children
2. Children living in the designated area who will have a sibling on roll at the school at the time of admission
3. Other children living in the designated area served by the school
4. Children living outside the designated area who will have a sibling on roll at the school at the time of admission
5. Children living outside the designated area

Note: children with statements of Special Educational Need which name the school on the Statement will have automatic entitlement to a place at that school.

If there needs to be a tie-breaker within a category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Distance will be measured from the entrance of the home address to the nearest official entrance of the school on a straight line basis. In the event that applicants cannot be separated using distance, the allocation of a place will be by lot.

Definition of terms:

Designated area = defined in map/notes available at the school or in TIPS book

Distance tie = within 10 metres

Home address = the child's home address is taken as the address of the person with parental responsibility with whom the child lives

Sibling = a sibling is taken as another child of the same family unit and the same household

Parents are requested to present the child's birth certificate if the child is entering school for the first time.

Applications for places at Oldway constantly exceed the places available. Although places are allocated in accordance with the criteria set by Torbay Council, listed on the previous page, it helps to facilitate effective planning if parents register all applications as soon as possible.

Parents will be informed about the detailed arrangements for admission the year before the academic year of entry. Details are published by Torbay Council in their booklet called 'Torbay Information for Parents and Students' TIPS5. Application forms contained in this book must be completed and returned to school according to the published timetable.

The Headteacher will arrange meetings for parents, home visits and give dates when the children are invited into school. The school has a policy of home visits before a child starts at the school/nursery. This involves the class teacher coming to visit the parents and child at home to talk about school and getting to know the child before they come into school/nursery. Main School admissions: for the first few days we split the children into two groups with one group coming in the morning and one group in the afternoon. This means that there are a small number of children in each class thus enabling both the child and the teacher to get to know each other well.

Parental preference is refused only if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources. Parents of pupils who have not been allocated a place have recourse to the Appeals Procedure described in the TIPS booklet.

Arrangements to view the school prior to application

Due to the large number of applications received the Head Teacher is unable to respond to requests for individual tours of the school immediately. If parents wish to undertake a tour, they are asked to contact the school secretary who will inform them when the next "tour" is taking place. Prospective parents are also welcome to attend the "Open Evening" which takes place each Summer Term.

Children transferring from other schools during the Primary Stage

Application forms are available from Torbay. Transfers are discouraged during term - time. For information about other schools in the area please contact Pupil Services, Torbay Council at Oldway Mansion on 01803 208208.

Full records of children's academic progress are kept in all primary schools today and these are requested when a child comes from another area, or are transferred if a child moves on. If a child comes into this school having been taught by different methods any change is gradual - sometimes no change at all is made, e.g. in the case of a child having learnt a different style of handwriting.