



Aldermaston
CE Primary
School

Admissions Policy

Published on School website	Yes
Statutory	Yes
Author	Headteacher
Approved by	FGB
Date approved	January 2026
Date of next review	January 2027

Purpose of the policy

By law, all children must start full-time education no later than the beginning of the term following their 5th birthday. This is called Statutory School Age. Children whose 5th birthday occurs between 1st September and 31st August of any academic year, are eligible to start school full-time in the September of that academic year. Therefore, most children start school when they are 4, in the September of the academic year in which they turn 5. Parents are able to defer their child's entry to school until they are of Statutory School Age.

We believe that pupil's admission into school should be as smooth as possible and that all parties involved should be clear about procedures and protocol in order to give children and their families a good start to their time at Aldermaston C.E. Primary School.

We will not refuse admission on behavioural grounds to looked after children, previously looked after children and children with an education, health and care (EHC) plan.

Aims

- To ensure equal opportunities for all
- To ensure smooth induction process which meets the emotional needs of children and parents at this potentially difficult time **whichever year group children are being admitted into, and whenever that occurs within the school year.**
- To ensure the process is effective and efficient and gives children and parents the information that they need at the appropriate time.

Procedures for applications into School

- Applications for a place must be made via West Berkshire Council from the October of the year before the child is eligible to start each school.
- Application forms are available from West Berkshire Council and may be accessed by visiting their Admissions [web page](#)
- Mid-year applications for places are also made to West Berkshire Council
- Criteria for admissions are in the West Berkshire School Admissions Guide, which is adopted in full as a separate policy. This can be accessed via the Admissions page of our [school website](#) or via the West Berkshire web page
- You will then be notified by the Council (usually around April) of your school allocation.

In choosing a school for the start of a child's education it is important to find out as much as possible about the school being considered. At Aldermaston C.E. School we encourage you to arrange a visit to view the school, meet the teachers and see the pupils working.

Procedures for Entry into School

- The school's accommodation level is 105 children in all year groups. Our current planned admission number is 15 per year group.
- Guidelines on Infant class sizes limit the number of pupils to 30 per class.
- All prospective parents will be offered a tour of the school
- Once children are admitted into school, previous records including those relating to Safeguarding and SEN are requested from the setting or school that they come from.
- Where a transfer from another school is requested then a meeting with the Headteacher may be required to establish any issues and to ensure that the transfer is in the child's best interest.

- Children moving because of a change of address are admitted as soon as possible, when convenient to school and parents. Where parents are moving children from one local school to another, they are encouraged to do so at the start of a new term.
- Children are placed in appropriate classes by the school.
- Once parents have accepted a school place, they will receive a *New Starter Pack*. This pack will provide information about classes and teachers, as well as key school procedures. It will also include details on uniform requirements, image consent, intimate care arrangements, acceptable use of the internet, and expectations for parent conduct.
- For children entering school with Special Educational Needs or disabilities other arrangements need to be discussed with Parents on an individual basis. These could include a book of photographs of the class and staff, a visit by a member of staff to observe the child in their current setting, additional induction visits either with or without parents.

Deferring entry for Children Entering the Foundation Stage

- The school believes that for most children, a full year in Reception gives children the best possible start to their school life.
- Sometimes parents make a request to defer their child's entry into school. In such cases the family will be contacted by the Headteacher, in order to give parents an opportunity to discuss the reasons behind, benefits, and potential risks of this decision.
- Where possible the school will offer options other than deferring, such as a short-term, part-time place.
- You need to complete the West Berkshire request form to delay entry to reception. The form also provides links to guidance and timescales for submitting the form and receiving a response.

Specific Induction Arrangements for Children Entering the Foundation Stage

- Each child is offered a home visit by staff from the Foundation Stage.
- Staff will liaise with the children's current preschool or nursery about the children's needs and will visit the children in this setting if possible/required.
- Children have an induction visit.
- Children will have a staggered start into the Foundation.
- Individual cases will be considered to the above arrangements where requested by parents or staff.

Starting school is a big milestone in a child's life and we would like to make it a happy experience. We are very flexible, so please arrange to talk to the school about these arrangements if you feel adjustments could help to ease the transition to school.

Oversubscription Criteria for Voluntary Controlled Schools

- Children who are Looked After by West Berkshire Council.
- Children whose home address is in the area served by the school.
- Children who have brothers or sisters attending the school.
- Children whose parents choose the school on denominational grounds.
- Children whose parents have any other reason for their choice.

If we do 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. If there are still insufficient places, a final decision will be made on the

radial distance from home to school. Parents of children who are unsuccessful in gaining a place will be informed in writing on the date laid down by the LA, and will be told of their right of appeal.

This policy will be monitored by the Headteacher and Governors and will be considered successful if the following criteria are observed:

- Children are admitted into school successfully and flourish
- There are no upheld complaints linked to the admission procedure from families.