

Admissions Policy

KITCHENER PRIMARY SCHOOL



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Kitchener Primary School Admissions Policy

Introduction

The governing body of Kitchener Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000, amended in the Education Act 2002. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities. All applications will be treated on merit and in a sensitive manner.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

How parents can apply for their child to be admitted to our school.

As our school is a community school, the school determines the admission arrangements in agreement with the local authority (“**LA**”). The LA is therefore the ‘Admissions Authority’ for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

The LA publishes admissions prospectus each year, which gives information about how parents can apply for a place in the school of their choice. Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Application forms can be obtained online from the Education Department of the LA for Cardiff and should be completed by the date stipulated on the forms. The school notifies parents about the school place as soon as all the applications have been considered. We carry out an in school admissions procedure outlined below:

Kitchener Primary School New Arrivals Procedure

Process	Person Responsible	Purpose?	Who is involved?	Time Scale	Key tasks
Online application via Cardiff council	School Admissions & Parents	To inform parents of their child's place.	County and parents	14 days	Parents to contact the school to confirm the place. (Email Community Coach) When initial meeting with parents is organised ensure they bring child proof of ID (passport or birth certificate)
Initial admissions meeting with parents (Form filling alongside the parent)	Community Coach	To ensure we have key information	Community Coach And parents	Relay information to HT to confirm pupil class allocation	Admissions form filled in during interview. Information provided to HT for initial class allocation.
Invite parents and pupil in for a meet and greet. One page profile	Community Coach	To welcome pupil and complete one page profile sheet and have a tour of the school with head boys and girls and Head Teacher	Community Coach, Young interpreters and pupil	Within 48hrs of admission meeting with parents	Arrange the meeting time and organise with class teachers to allow young interpreters to be available for 20min for meet and greet should the child have EAL.
Email SLT and Class teacher with important and relevant information regarding new pupil.	Community Coach	To ensure everyone has access to the same information.	SLT & Class teacher	Before pupil start date	Email relevant staff to relay details and information. Highlight any ALN or medical concerns specifically to ALNCo. Provide class teacher with the 2 week and 6 week review date.
Parents phoned with start date for school,	Community Coach	This should be done as soon as possible after the meet and greet	Parents, Pupil, class teacher	72 hours from interview with parents	To ensure parents have all information prior to start date. Uniform/ snack/ lunch/ start and finish time.
2 week review	Class Teacher	To ensure pupil has settled well into class and to discuss any problems/	Pupil, Parents, Class Teacher	During or after school	Class teacher to complete a 2 week review form, upload onto spreadsheet and update parents on progress.

		celebrate how they have settled in			
6 week review	Class teacher	To ensure the pupil has settled well into the school and there aren't any issues.	Pupil, Parents, Class Teacher	During or after School	General Chat to discuss progress and pupil's wellbeing. Class teacher to complete a 6 week review form, upload onto spreadsheet and update parents on progress.

In this area, children enter school in the academic year they become five. There is one admissions date per year, early in September (i.e. at the start of the school year). Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they complete the necessary application form.

Admission appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeal panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in September 1999.)

The standard number

The standard number is the number of children the school can accommodate. The standard number for our school is 60. We keep this number under review and the governors will apply to change the number if circumstances allow.

**Classes in Reception to Year 2 will have a maximum of 30 pupils.
Classes from years 3 to 6, can have up to 35 pupils.**

EQUALITY STATEMENT

At Kitchener Primary School we aim to promote "educational inclusion". We seek to welcome all pupils from the school's community, ensure they are equipped to take advantage of the opportunities the school provides, seek to meet their learning needs, support and challenge them to make good progress and celebrate their successes, in an ethos which recognises and celebrates diversity.

Our teachers have high expectations for our pupils and provide opportunities for all pupils to succeed including:-

- Pupils of differing abilities
- Boys and girls
- Pupils with additional educational needs,
- Pupils with disabilities
- Pupils from all social and cultural backgrounds
- Pupils of different ethnic groups, including Travellers, refugees and asylum seekers
- Pupils from diverse linguistic backgrounds.
- Vulnerable pupils

Our teachers are aware that our pupils bring to school different experiences, interests and strengths that will influence the way they learn. We believe that all our pupils are entitled to an equal opportunity to experience success, to fulfil their potential and to enjoy the full benefits of their education.

Review

This policy will be reviewed annually with the Admissions Authority in light of any changed circumstances in our school or the local area.