



The Nether Edge Primary School **Reception Admissions Policy**



Each year in October and November there will be regular open mornings for parents in order for prospective families to view the school and the Reception classes. These will be advertised on the school website and need to be booked through our school receptionist.

Applications for a place must be made through Sheffield City Council's Admissions Department and according to their admissions procedure. Please consult their website for details and dates of admissions. www.sheffield.gov.uk/home/schools-childcare/apply-school-place

A list of confirmed places will be made available to the school in April and the school will then write to confirm the place shortly after along with details of welcome meetings and home visits.

Visits to the school are encouraged before applying for a place and we would advise you to attend one of our open mornings, but, should you miss them, an appointment to be shown round can be made with our school receptionist.

In the case of children who have birthdays between the 1st April and the 31st August, you can apply to defer your child's place until the following year. Details of how to do this are available on the Sheffield City Council's website. Once your child has started school, this option is no longer available.

Parents can apply for a part time place for their child up until the term that they are five. This will be considered on a case by case basis and is at the discretion of the Headteacher. The Headteacher has the right to refuse any application for a part time place where he considers that it may be detrimental to the educational development of the child, or the children in the Reception class. The Headteacher's decision is final.

When requested, part time places will be offered in the first instance up until date of the child's fifth birthday. If parents wish to appeal for a greater length of part time attendance for their child, then they must make this appeal in writing to the Headteacher before May 31st prior to the September start date. This is in order that staffing arrangements and class lists can be prepared accordingly.

Part time attendance will only be agreed after a child's fifth birthday in exceptional circumstances. Parents will be informed of the Headteacher's decision in writing.