



HALL MEADOW PRIMARY SCHOOL

Admissions Procedures

In conjunction with NCC guidelines

REVIEWED BY HEADTEACHER: SEPTEMBER 2013

PASSED BY GOVERNORS (SIGNATURE): T FREER

NEXT REVIEW DATE: SEPTEMBER 2014

Admissions Procedures

Hall Meadow is a primary school which admits pupils who are aged between 4 -11. At Hall Meadow we follow the admission procedures set out by Northamptonshire Education Authority (for more detailed information refer to the booklet Education and Community Learning - Schools in Northamptonshire – Information for Parents). The following procedures are effective from September 2005.

The standard admission number for Hall Meadow primary school is 210. The school will admit pupils up a maximum class size of 30 children.

Children can begin their education at Hall Meadow Primary School in the September following their fourth birthday. All children must be four on or before 31st August.

Parents/Guardians who wish their child/children to attend the Hall Meadow should register an interest at the school office where they can obtain all of the necessary information to support their application.

It is recommended that applications for a place in the Reception class are made before January in the year prior to your child starting school.

Children who are admitted to the Reception class will attend school part-time for the first month (*two weeks of mornings and two weeks of afternoons*). All children will attend school on a full time basis unless, in exceptional cases, the Headteacher considers part-time attendance would be in the best educational interest of the child.

In most cases, a place will be offered to a child if parents/guardians have expressed a preference for the school. In instances where Hall Meadow School is oversubscribed, places will be allocated by the Local Education Authority in the following order of priority:

1. Children with a Statement of Special Educational Needs who have named the school as appropriate provision .
2. Pupils with an older brother or sister at the school at the time of admission.
3. Pupils home address is then taken account of. As Hall Meadow is classified as an urban community primary school, some priority is given to pupils who live nearer to the school than any other school. This does not guarantee entry for a pupil living within very close proximity to the school. In the event of a 'tie-breaker' priority will be given to pupils who live furthest from the nearest alternative school.

We will make every effort to accommodate your school preference; however, If your child is not offered a place at Hall Meadow School, you do have the right to appeal. Only one appeal is allowed for each school during each academic year. Appeals should be made to:

Education and Community Learning Directorate
P.O. Box 216
John Dryden House
Northampton
NN4 7DD

Hall Meadow does not operate a waiting list. If your child has been refused admission and you wish to pursue admission at Hall Meadow, please contact Northamptonshire County Council.

If there are any issues which you would like to discuss please telephone the school or book an appointment through the school office.