



Palfrey Infants School: ADMISSIONS POLICY

GB Approved 15.9.2020 reviewed 20.9.2022 , re adopted 17.10.2023

The school follows the general policy and criteria of Walsall LA who use the following criteria in order of priority for admitting pupils to this school.

- 1 Children in Public Care
- 2 Having a brother or sister in school
- 3 Relevant medical and/ or social factors
- 4 Proximity of the home address to school

September admissions to Reception are allocated by Walsall Children's Services and not by the school. Applications are completed online, please contact the Admissions Department for further details. Parents of children who are in Year 2 will receive notification from the Local Authority with the procedure for applying online for a place in Year 3 at a Junior School. Again these places are allocated and managed by Walsall Children's Services.

SEPTEMBER INTAKE INTO RECEPTION

Following 1-1 Parental meetings during the first week of term,

the children will have a phased intake, information is given out at the Parents Meeting in the Summer Term prior to transition.

Day 1 & 2: 9-11.30am

Day 3 & 4: 8.55- 1pm (Children to stay for school lunch)

Day 5: 8.45-3.15pm (Full time)

MID YEAR ADMISSIONS TO RECEPTION, YEAR 1 or YEAR 2 DURING THE SCHOOL YEAR

These places are allocated by Walsall LA. As soon as all relevant documentation is completed and a place is available, the pupil will generally be asked to start at 8.45 am the following Monday.

ADMISSION TO NURSERY

Nursery places are allocated by the school. Parents of those children placed on the school's waiting list will receive a letter in May officially offering a place in Nursery and notification of the Nursery open day when parents and pupils are invited to meet Nursery staff and a Play and Stay session during July. School cannot guarantee preference am/ pm.

During September the new intake will be admitted in small groups for either morning or afternoon sessions, or for parts of these sessions.

MID YEAR ADMISSIONS TO NURSERY

As soon as all relevant documentation is completed at school and if a place is available, the pupil will generally be asked to start at 8.30 am or 12.30pm **the following Monday**.

PARENT AND TODDLERS

Parents are encouraged to take their children to a local Parent and Toddler group when they enter their child's name on the Nursery waiting list. Please ask Mrs Adams (Learning Mentor) for signposting to local groups.

Here the children can play and parents have the opportunity to get to know other parents whilst also finding out about how children learn through play.