

# Round Hill Primary School



Believe, believe, achieve together.

## Admissions Policy

Updated July 2025  
Next review Autumn 2026

## Round Hill PRIMARY SCHOOL

Admissions Policy  
Reviewed July 2025



This policy has two sets of aims:

1. To establish the criteria by which the school admits pupils
  2. To ensure the smooth and happy transition of pre-school school pupils to full time education from home or from another early year setting.
- To enable children to look forward to beginning school with confidence.
  - To help parents to become acquainted with the school and its staff.
  - To establish informal links with the child and its family.

This Policy should be read in conjunction with the [Nottinghamshire Admissions to schools Guide for parents](#)

### First Admissions Criteria from September

The school has a Planned Admission Number (PAN) of 75.

The Local Authority (LA) is responsible for the control of admissions to the school and this will be coordinated by them using a common application form and timetable.

Where there is over subscription these 75 places will be allocated according to the Local Authority criteria for Community Primary Schools.

The application deadline varies and the [NCC website](#) should be used for the latest dates.

### Over-subscription Criteria

The [Nottinghamshire Admissions to schools Guide for parents](#) contains the Over-Subscription Criteria Community and Voluntary Controlled Primary Schools. In the event of oversubscription, the criteria (Appendix A) will be applied, in priority order, to decide which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs which names the school:

### Starting Round Hill

To give you child the best possible start at Round Hill we have adopted the following procedures.

After completing the Local Authority admissions procedure and a child has been accepted for a place at Round Hill parents will be given Round Hill's confidential details documentation to complete.

Parents will complete documentation with information regarding their child including, for example address, contact details, educational history, special needs, family details, diet, medical information, languages spoken etc. and will return this to the school office.

Only when the documentation has been fully completed will the Head teacher, in discussion with other appropriate staff, allocate the child to their new class and inform the class teacher.

The class teacher and other relevant staff e.g. SENCO, medical needs TA, KS leader or EAL co-ordinator, will arrange a meeting with the new child and their parents to welcome them and discuss the child's individual requirements.

Following this meeting, the class teacher in consultation with other relevant staff will make arrangements for the child to be inducted into school. In typical circumstances this will be a phased start within one week. When additional preparation is required the phased start may take longer.

Phased Start - A short visit to the class, (with their parent if necessary) either a part or full half day at the discretion of the class teacher. The purpose of this first visit is to make the child feel welcomed by their new class and teacher. This will take place after the class teacher has prepared a suitable PSHE lesson to welcome the new child.

Following the completion of the short class visit the class teacher will arrange for the child to begin regular attendance. This will be at the discretion of the school and may range from further ½ day visits to beginning continuous full time attendance.

## **Appendix A**

Admissions /Policy/General Admissions items

### **Standard reception year admission oversubscription criteria for community and voluntary controlled schools. 2025/26**

Where a school has more applications than places available, it is considered to be oversubscribed. The admission oversubscription criteria are used to decide the order in which places can be allocated. Some schools have a variation to the standard criteria.

#### **Reception oversubscription criteria and variations**

In the event of oversubscription, the oversubscription criteria will be applied, in priority order, to determine which applications will be granted once places have first been allocated to pupils who have a statement of special educational needs or education, health and care plan which names the school.

#### **STANDARD RECEPTION OVERSUBSCRIPTION CRITERIA: INFANT AND PRIMARY SCHOOLS 2025-2026**

1. Children looked after by a local authority and previously looked after children
2. Children who live in the catchment area at the closing date for applications and who, at the time of admission, will have a brother or sister attending the school or the linked junior/primary school
3. Other children who live in the catchment area at the closing date for applications
4. Children who live outside the catchment area

#### **Special consideration for all year groups**

Special consideration There may be very rare circumstances in which evidence can be provided from a doctor, social worker or other relevant professional to demonstrate that there is only one school that can meet a child's needs. Nottinghamshire County Council will consider applications for community and voluntary controlled schools where the application can be supported by written evidence from a doctor, social worker or relevant professional demonstrating why a particular school is the only school which could cater for the child's particular needs. The evidence must be presented at the time of application. The appropriate designated officers will consider each case and determine the allocation of any such place on the basis of written evidence. Where it is agreed that a particular school is the only school that could meet a child's needs, the application will have priority following the allocation of looked after and previously looked after children.

#### **Admissions to year groups other than the intake year**

Applications for admission to other year groups will be considered in relation to the published admission number (PAN) which applied when the year group was first admitted to the school, subject to infant class size restrictions. In some schools, changes in circumstances, such as the building of additional classrooms or as a result of teaching group organisation, will require the school and the LA to agree admission numbers which will apply to each year group. The Local Education Officer will agree the detail of this before the start of each academic year. If places are available within the year group, applications will be considered in accordance with the current published admission criteria for admission to the school. If places are available, the child will normally be admitted to the school.

Further guidance on the way in which applications are dealt with including the way waiting lists are maintained and used can be found on Nottinghamshire County Council's website follow link -

<http://www.nottinghamshire.gov.uk/education/school-admissions-new>

and in "Admissions to Schools" booklet