

## Greenhaugh Primary School

### ADMISSIONS POLICY

All children begin school in the September of the academic year in which they have their fifth birthday.

The introduction to school is a gradual process commencing during the Summer term prior to the children starting school in September. This takes place through a series of morning sessions in Class 1. The final session will offer an opportunity to stay for lunch

Parents are also invited into school during this term for a meeting with the Class 1 teacher who will discuss practical arrangements such as school routines, uniform and how parents can support their children in being “school ready”. This is an informal meeting but if necessary, parents can arrange to discuss more individual concerns privately. We will have some second hand uniform available at these meetings and parents are welcome to help themselves to any that they think might be useful.

In September the children will all attend school full time, on the same day as the rest of the school. Admission information sheets are distributed to parents for completion indicating names, addresses, emergency contact numbers, family doctor’s name, etc., This information is held in the school MIS (Management Information System).

We accept all children whose parents wish them to attend Greenhaugh Primary School until our Published Admission Number (PAN) is reached. In the case of over subscription for places, the following criteria will be applied to prioritise applications for a place at the school:

1. Children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children’s Services Department confirming the child’s status must be provided.)
2. Children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends Greenhaugh rather than any other school. (Appropriate medical or psychological evidence must be provided in support.)
3. Children living **within** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit in the permanent residence) on roll at Greenhaugh and who will still be on roll at the time of the sibling’s admission.
4. Other children living **within** the catchment area of the school.
5. Children living **outside** the catchment area of the school who at the time of application have a brother or sister (including children living as siblings in the same family unit in the permanent residence) on the roll of Greenhaugh and who will still be on roll at the time of the sibling’s admission.
6. Other children living **outside** the catchment area of the school.

Our current Published Admissions Number is 8 children.

This policy will be reviewed annually.

Policy updated: November 2025  
Review date: Autumn Term 2026

## Appendix

### Siblings

Criteria 3 and 5 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

### Permanent Residence

The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

### Distance measurement

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority.

### Multiple births

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further same cohort sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available.

**Signed:** ..... Clare Crow, Headteacher

**Signed:** ..... Sarah Barnes, Chair of Governors

**Date:** .....