

Little Kenelm Admission Policy

Purpose of the Policy

The purpose of this policy is to outline the admission arrangements for Little Kenelm's Pre-School, ensuring a fair and transparent process for all applicants. This policy adheres to the latest UK government legislation and reflects our commitment to providing a nurturing and inclusive environment for young children.

School Context

- **School Name:** Our Lady & St Kenelm Catholic Primary
- **School Type:** Voluntary Aided Primary School
- **Location:** Halesowen
- **Total Pupils:** 210 (including 22 in Pre-School)
- **Community:** 82% Catholic, serving a diverse community
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Admission Arrangements for Little Kenelm Pre-School

Sessions and Timings

- **Pre-School Sessions:**
 - Morning sessions: 8:30 AM - 11:30 AM
 - Afternoon sessions: 12:30 PM - 3:30 PM
 - Full-day options may be available depending on demand.
- **Total Places Available:** 22 children

Application Process

- Parents are required to complete an application form, which can be obtained from the school office or our website.
- Applications for Pre-School places should be submitted to the school office or info@our-lady.dudley.sch.uk

Admission Criteria

In the event that applications exceed the number of available places, the following oversubscription criteria will be applied in order:

1. **Baptised Catholic children with a sibling currently attending the school.**
2. **Other Baptised Catholic children.**
3. **Non-Catholic children with a sibling currently attending the school.**
4. **Other Non-Catholic children.**

Important Notes

- Admission to Little Kenelm Pre-School does not guarantee a place in the Reception class at Our Lady & St Kenelm Catholic Primary School.
- Parents must submit a separate application for Reception places; children attending the Pre-School do not receive a higher priority for admission to the Reception class than those who do not attend.
- The school aims to ensure that children admitted to Pre-School are those who are likely to secure a place in Reception.

Roles and Responsibilities

- **Headteacher:** Oversee the admission process and ensure compliance with this policy.
- **Admissions Officer:** Manage applications and communicate with parents regarding admission decisions.
- **Governing Body:** Review and approve the admission policy annually.

Implementation Strategies

- The admissions process will be clearly communicated to parents through the school website, newsletters, and open days.
- Staff will be trained to ensure that they understand the admissions criteria and can provide accurate information to parents.

Review Mechanisms

- This policy will be reviewed annually by the governing body to ensure it remains relevant and compliant with current legislation.
- Feedback from parents and staff will be considered during the review process to improve the admissions experience.

Related Procedures

- Further details on the application process and criteria can be found on the school's website or by contacting the school office.

The Policy was approved by the Governing Board **July 2025** and will be reviewed in **July 2027**.
