



Opening Doors, Enriching Lives

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# ADMISSIONS POLICY

Revised September 2020

## **Tanfield Lea Community Primary School**

### **Admissions Policy**

The school adheres to the admission policy as written by the Local Authority. A brief summary of the policy is shown below. Fuller details may be obtained from the main office at the school.

#### **Pre-School**

Parents may apply for their child's name to be placed on a waiting list from the beginning of the school year (1st September to 31st August) in which the child has his/ her second birthday. A form can be collected from the main office or accessed on the website. The form must be returned to the main office at the Tanfield Lea Community Primary School.

There is no catchment area for places but policy dictates that preference will be given to children who live within the administrative area of Durham Local Authority.

All children have equal access to places in Pre-School regardless of race, gender, religious belief, intellectual, physical, social or cultural background. Criteria for admission to Pre-School is based on age.

Children are admitted in the term following their third birthday, depending on the number of spaces.

Attendance is on a part time basis. Children are offered 15 hours a week and this is organised in two sessions – Monday through to Wednesday morning (11.30 a.m.) OR Wednesday afternoon (12.45 p.m.) through to Friday afternoon – full days are 8.55 until 3.10 including lunch.

#### **PLEASE NOTE:**

There is no automatic transfer from Pre-School to Reception and if you want a reception class place for your child you **must** make an application.

Durham Local Authority encourages applications to be made on line, the website address is as follows:- [www.durham.gov.uk/schooladmissions](http://www.durham.gov.uk/schooladmissions)

Applications must be made by 15th January 2021. You need to submit your application on time in order to have the best chance of getting the place you want.

#### **School**

From September 2019 the admission limit in Reception at Tanfield Lea Community Primary School is 52. As a maintained Primary school in Durham Local Authority all admissions are made directly through the local Authority. The telephone number is 03000 260000 and you need to request Primary Admissions. However, we do encourage parents to contact school and make an appointment to view the school before completing admission forms.

K. Hemmings (Headteacher)

C. Dillon (Chair of Governors)

September 2020 Reviewed annually