



Admissions			V1.2
	Date	Name	Notes
Drafted	22 nd Jun 2009	D.Robinson	
Adopted	23 rd Nov 2009	PPC	
Reviewed	21 st Jan 2014	PPC	
Reviewed	20 th Jan 2017	PPC	
Reviewed			
This policy will be reviewed every 3 years or to reflect Local Authority policy changes			

The Admissions Authority

The entry of children to Lytchett Matravers School is controlled by an 'Admissions Authority'. In the case of Lytchett Matravers School, which is a community school, Dorset Children’s Services Authority is recognised as the Admissions Authority. The governing body of Lytchett Matravers School is under a duty to implement the CSA’s decision on applications and to act in accordance with the CSA’s admission arrangements.

Parental Preference

Lytchett Matravers School serves the villages of Lytchett Matravers, East Morden, West Morden, part of Organford and the small hamlet of Slepe. These communities make up the 'catchment' area for Lytchett Matravers School. Parental preference for Admission to Lytchett Matravers School will be respected, but it must be placed in context of the CSA’s admission arrangements.

Standard Number

In consultation with the governing body, the CSA has set a standard number for the school. Currently, the standard number for Lytchett Matravers School is 60 pupils per year group. In accordance with national instructions, no class in Foundation Stage or Key Stage 1 will exceed 30 pupils per class. However, following discussions with the CSA, it has been agreed that no class in Key Stage 2 will exceed 32, thus making an admission number of 64 for Key Stage 2 classes.

The standard and admission numbers have been used to calculate the capacity of the school and a child will be offered admission to the school in accordance with parental preference unless it is full in these terms.

Should more than 30 applications be approved for Foundation or Key Stage 1 classes during the admissions round, in accordance with the CSA’s admission criteria, the CSA and governing body of Lytchett Matravers School will ensure that the class size limit is met.

Admission

The governing body of Lytchett Matravers School will ensure that appropriate advertising takes place around the catchment area of Lytchett Matravers. The purpose of such advertising is to encourage families to register their children early, should they wish for their children to attend Lytchett Matravers School. There has been a past history of catchment area pupils being refused admission to Lytchett Matravers School as late registrations have been made when the school allocation has been filled by the CSA. Dorset CSA has relaxed its ruling that any requests for in-year admissions be referred to the admission authority, if a sizeable number of vacancies exists in the requested year group. However, where there are only one or two vacancies, then any enquiries should be directed to Dorset CSA Admissions Department.

Appeals

In the vast majority of cases, children are offered a place in line with their families' preference for Lytchett Matravers School. If, however, a child is unable to gain admission, families will need to decide whether they are willing to accept a place offered at a different school or whether they wish to continue with their original application for Lytchett Matravers School. If families feel that they have circumstances that they believe justifies further consideration, they may choose to appeal to an independent committee.

This independent committee will consider the grounds put forward by families for the appeal and determine whether the merits of the case by families outweighs any arguments presented by the CSA. Before they appeal, families are advised to consider the CSA's admission criteria.

Home to School Transport

The Children's Services Authority has a duty to provide free school transport for pupils who reside within the catchment area and whose homes are in excess of three miles. Exact distances are determined by the CSA. In addition, any pupils who reside outside of the catchment area (and in excess of three miles) will be provided with free school transport to and from Lytchett Matravers School if they are directed to this school as a result of their catchment area school being full.

Appendix 1 shows three pages from the Dorset County Council guide to admissions. The full version of this document can be obtained from the DCC website.