

Local Protocol on Over admission Checklist

From the start of each Academic Year the Admission Team may approach the Head Teacher to make an over admission in the following circumstances:

1. In all year groups, for catchment and out of catchment children.
2. In the case of Infant Class Size (ICS), 'exceptions' exist that allows for the entry of an additional child into Reception, Year 1, and Year 2 (2.16 of the School Admissions Code 2021).
3. For any child where the admission is a Child in Care or previously a Child in Care.
4. For a catchment child, at the catchment school (can be legitimate exception to ICS and there are no children on the waiting list and if they are, they would be at the top without any others in the same criteria).
5. For an out of catchment child, where the catchment area school has explored all options and is unable to accommodate, the next nearest school will be approached if there are no further options to be explored at the catchment school (can be legitimate exception to ICS and there are no children on the waiting list and if they are, they would be at the top without any others in the same criteria).
6. For an out of catchment child whose older sibling was allocated a place at the school due to oversubscription at the catchment area school 1 (can be legitimate exception to ICS and there are no children on the waiting list and if they are, they would be at the top without any others in the same criteria).

On the occasions School Admissions approach the Headteacher, the over admission will not result in the school being unable to accommodate all catchment children the following September.

All class sizes in KS2 will not be expected to exceed 32 for a mixed year group class or 34 for a single year group class.

That the Headteacher and governing body/Trust of the school agree and adhere to the over admission protocol.

¹ The older sibling must attend the school at the time of admission of the younger child.