

Admissions Policy



George Eliot
Primary School

Revised:	<u>October 2014</u>
Date ratified by Governing Body:	<u>1 December 2014</u>
Signed:	<u>Chair of Governors</u>
Review:	<u>November 2017</u>

Admissions Policy

We strongly advise you to read Westminster's Primary School Admission brochure or visit their website at:

Nursery

Our nursery has 50 part-time places: - 25 in the morning session and 25 in the afternoon session.

When and how do I apply?

We accept applications once your child is 2 years old. To apply for a Nursery class place at George Eliot, you will need to apply directly to the school. You are welcome to arrange a visit prior to making an application

When would my child start Nursery?

Most children start in our Nursery in the September after they turn 3 years old. However, we do offer places to children who will be turning 3 after August 31st should a place become available later in the year. Children have to be 3 years old when they start.

How does the school allocate Nursery places?

There may not be enough places in the nursery class to take all the children who would like to attend. For community schools, where there are more applications than places, the school will allocate places in accordance to the published admissions criteria for community and maintained nursery schools. Please note that there is no automatic transfer from the Nursery class to the Reception class. There is a separate application procedure for Reception class places.

Reception

When do I apply for a Reception place and when will I hear the outcome?

If your child becomes 5 years old between 1st September 2015 and 31st August 2016, your applications must be made by 15th January 2015. The national offer date is 16th April 2015.

How do I apply?

Under the pan-London co-ordinated admissions system (PLCAS) all parents must list the schools they want to apply for on their home Council's common application form ranking them in order of preference. This is important, as potentially only one offer will be made and this will be from the highest ranked school able to make the offer. This form, either paper or online, is returned to the local Council for the area in which the child lives. The Council will co-ordinate the admissions process to ensure that no child receives more than one offer of a place at a London Primary School (the highest preference for which they are eligible). It is therefore very important to put your preferences in the right order.

How are Reception places at George Eliot allocated?

The admissions team will order applicants in accordance with the admissions criteria for Community Schools.

For applications and more detailed information about the admissions criteria for Reception class, please use the following link

<https://www.westminster.gov.uk/starting-primary-school>

Can I visit the school prior to making an application?

Yes. We hold 2 Reception tours in early December each year. Please contact the admissions office (admissions@geschool.co.uk) from September onwards. We will then contact you with the dates and times.

In-Year admissions

An In-Year admission applies to any child, wishing to join George Eliot at any time other than Nursery or Reception. All applications must go through Westminster Council's Admission Team, irrespective of your home Council. Please use the following link to the In-Year site and application forms.

<https://www.westminster.gov.uk/in-year-school-admissions>

Proof of address and date of birth

When offering a place, (whether Nursery, Reception or any other year group), the school will also request evidence of your home address and child's date of birth. Please note if you are not able to provide acceptable proof of address, your application may become invalid and the offer of a place withdrawn.

Acceptable forms of proof are:

- a mortgage/rent statement/council tax bill
- a recent utility bill
- Child Benefit or Inland Revenue documents.

We also require:

- a full Birth Certificate.

Photocopies are not acceptable.