

Mundella Primary School Policies



Admissions Policy

Date Created/Updated: April 2022

Date to be Reviewed: April 2025

Based on Sheffield CYPS policy

Admission Limit

For children who were of school age before September 2011 we have an admission limit of 40 children. For all year groups from September 2011 onwards we have an admission limit of 60 children.

Spaces at Mundella School are allocated by the Local Authority in line with their admission policy. Details can be found at <https://www.sheffield.gov.uk/schools-childcare/apply-school-place>

Admission into Reception at Mundella Primary School from September 2011 and Subsequent Years

All 4-year-old children can start Mundella Primary School, full or part-time, in the September following their 4th birthday. Parents may defer entry to school until compulsory school age if they wish, i.e. the term after the child's 5th birthday, within the same academic year, at the point they judge their child to be ready to start school.

Parents are able to choose from the following options depending on when their child reaches compulsory school age i.e. the term after their 5th birthday:

Children who have their 5th birthday between 1st September and 31st December:

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- A full-time school place in the Reception class from September

OR

- A part-time school place in the Reception class from September

OR

- A part-time place in an early year setting (15 hours)

These children must start school in January full-time as they have reached statutory school age

Children who have their 5th birthday between 1st January and 31st March:

- A full or part-time school place in the Reception class from September

AND/OR

- A full or part-time school place in the Reception class from January

OR

- A part-time place in an early year setting (15 hours)

These children must start school in April full-time as they have reached statutory school age

Children who have their 5th birthday between 1st April and 31st August:

- A full or part-time school place in the Reception class from September

AND/OR

- A full or part-time school place in the Reception class from January

AND/OR

- A full or part-time place in the Reception class from April

OR

- A part-time place in an early year setting (15 hours)

Wait until compulsory school age – the following September of the next academic year. This will be a direct entry into Year 1 and parents will have to re-apply for a school place. A school place cannot be guaranteed.

- A school place in Reception must be applied for – please see the 'Guide for Parents' on-line at: <https://www.sheffield.gov.uk/education/information-for-parentscarers/pupil-admissions/primary-school.html>
- Parents can request that the date their child is admitted to school is deferred until later in the school year or when the child reaches compulsory school age in that school year.
- When your child has been allocated a place at Mundella Primary school, transferring from an early year setting or home into Mundella Primary school is guaranteed as the school place remains available throughout the whole academic year.
- A part-time place is a morning of up to a maximum of 15 hours per week. However, we will listen to any exceptional circumstances that require greater flexibility.
- A full-time school place cannot be split between a school and an early year's provider.
- A part-time school place cannot be split between two or more schools.
- Where a parent wishes to transfer from an early year's place to a school it will normally take effect from the beginning of the term, e.g. January or April.

- Parents who do not wish to accept the offer of a full or part-time place until compulsory school age at Mundella Primary school may still access the 15 hours part-time free early learning place at an early year setting of their choice e.g.
 - ❖ In a nursery class at a primary school
 - ❖ In a nursery school.
 - ❖ In an eligible early year setting in the private, voluntary and community sector.
Parents should contact Sheffield Information Link on 0114 273 4855

Mundella Primary School will endeavour to learn and understand the needs of each child through transition meetings prior to the child starting school. Parents are invited to make an appointment with the Headteacher to discuss their child's needs and seek advice about the option most suitable for their child.