

## Admissions – A Quick Guide for Parents/Carers

This is a quick guide for parents who wish to apply for a place at The Vale Primary Academy. Our full admission arrangements can be found at

<https://www.thevpAcademy.org.uk/statutory-informationpage>

We adopt the Wakefield Local Authority's arrangements for admissions

<http://www.wakefield.gov.uk/schools-and-children/schools/admissions>

**Phone:** 01924 305616

**Email:** [admissions@wakefield.gov.uk](mailto:admissions@wakefield.gov.uk)

We encourage parents and carers to come and have a look around. An appointment can be arranged with the Main Office (01977 722485) to meet with the Head of Academy or a senior leader. If possible, bring your child. We would be happy to chat to you about our Academy and give you a quick tour.

If you decide that this is the right Academy for your child, then you will need to contact the local authority using the details above.

Sometimes there are circumstances whereby your child may not immediately be offered a place (for example if we are full in that year group). If this happens, you will have the right to appeal. It's also worth remembering that there may be circumstances whereby a child may be considered by the Fair Access Panel. In any instance where a place cannot immediately be offered, a member of the admissions team will explain fully what will happen next and what you should do.

Here is the link to the appeals page of Wakefield's Admissions website:

<http://www.wakefield.gov.uk/schools-and-children/schools/admissions/appeals>

Nursery Admissions are handled by the Academy in line with the Early Years Admission Policy. Children are admitted the term after they turn 3, with places allocated at the end of the previous term. Please visit the Main Office for a Nursery Admission Form. We will also require a birth certificate or passport as proof of identity and proof of address such as a utility bill with the parents name on.

Please note allocation of a Nursery place does not automatically guarantee allocation of a place to Reception.

Reception Admissions are handled by Wakefield Local Authority. The admission process opens on 1<sup>st</sup> November 2018. The closing date for applications is 15<sup>th</sup> January 2019.