



# NEW SWANNINGTON PRIMARY SCHOOL

Church Lane, Whitwick, Leicestershire LE67 5DQ

Email: [office@new-swann.leics.sch.uk](mailto:office@new-swann.leics.sch.uk) Tel/Fax: 01530 832656

[www.newswanningtonprimary.org.uk](http://www.newswanningtonprimary.org.uk)

Headteacher: Mrs Judy Ramsell

## Admissions Information

### Visiting the School

Parents/carers who are interested in organising a place at New Swannington Primary School for their children are encouraged to make an appointment to visit the school. This will provide an opportunity to have a look around our school, meet staff, ask any questions and share any concerns. Children are very welcome to accompany parents/carers on these visits.

### Admission Arrangements

The arrangements for admission to New Swannington Primary School are managed by the Allocations Department of Leicestershire County Council.

Parents/carers should apply on-line at [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions). An application should be submitted whether you live in or out of the New Swannington catchment area.

The Allocations Department will issue letters/contact via email when places are allocated (in and out of catchment) according to the criteria laid down in the Local Authority Policy and the Planned Admission Number for the school. Further information can be found on the Leicestershire County Council website. Proof of residence may also be required.

The school will then issue access to Registration Information. Parents/carers will be asked to provide the school with details about their child, including emergency contact numbers, and a copy of the child's Birth Certificate.

### First-time Admissions to the School

New Swannington has Early Years Foundation Stage class. Children whose fifth birthday falls between 1st September and the following 31st August (inclusive) are admitted at the beginning of the Autumn Term following their 4th birthday ie. there is only one intake for the whole year.

Children are admitted to the EYFS class on a full-time basis. During the term prior to admission, children will be invited to make a visit to the school to meet their teacher and to get to know the school. Parents/carers will be invited to an Information Evening and the Early Years teacher will liaise with relevant Pre-schools and Nurseries.



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### **Mid-Term Starters**

Applications for mid-year places are subject to our Planned Admission Number (PAN) for each year group and should be made via the Allocations Department of Leicestershire County Council.

### **Catchment Area**

The catchment area of the school is a geographical area, its boundaries decided upon by the County Council. Details of the New Swannington catchment area. Applications from out-of-catchment families will be considered by the Local Authority.

### **Admission Number**

This number is set by the Local Authority and applies a limit to each year group. This figure is calculated on the amount of available floor space and other criteria. The Admission for EYFS and other Year Groups at New Swannington is currently 30.

### **Appeals**

If your child has been refused a place in the school you have the right to appeal against this decision. Details are available on the County council website: [www.leicestershire.gov.uk/admissions](http://www.leicestershire.gov.uk/admissions)