



POLICY: Admissions Arrangements	SIGNATURE CHAIR OF GOVERNORS: <i>Gavin C Brown</i>
DATE APPROVED: September 2025	
FREQUENCY OF REVIEW: Annually	
DATE OF NEXT REVIEW: September 2026	

ADMISSIONS ARRANGEMENTS

FOR OXLEY PRIMARY SCHOOL

VERSION: SEPTEMBER 2025

As a local authority maintained school Oxley Primary follows the admissions policy set by Leicestershire Local Authority. All admissions to the school are arranged through the local authority.

For more information on how to apply for a school place you may wish to visit:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions>

To apply for a place at Oxley Primary School for pupils please follow this link:

<https://www.leicestershire.gov.uk/popular-now/apply-for-a-primary-school-place>

Alternatively, if you require a paper version of the form please contact:

Leicestershire County Council Customer Service Centre on 0116 305 6684 (Monday - Thursday 8.30am to 5pm, Friday 8.30am to 4.30pm) or complete a Admissions [contact form](#).

It is the school's admission policy to admit all children who live in the school's catchment area and those who live outside the catchment area whose parents apply to the school, provided that the Planned Admission Limit (PAL) of 39 pupils is not exceeded.

We hold an opening evening in November and we welcome visits to the school and will gladly show you around during the school day so you can have a true flavour of the learning that takes place.

If you would like further information about the school, please visit our school website www.oxleyprimary.org , call the school on 01509 502483 or email us at office@oxleyprimary.org; we would be happy to help.

Admission to the Early Years Foundation Stage (EYFS)

For admission to the EYFS please follow the Local Authority arrangements as outlined above.

It is important to note that **everyone** must apply for a school place, as there is no automatic entry for school, this includes if you already have a child attending the school.

At Oxley we recognise that starting school is a momentous occasion for both you and your child and aim to provide a smooth transition into school. Many children attend local preschools before they start school who we have close links with. School staff make visits to the local pre-schools to get to know the children before they start at Oxley. The school has an extensive transition process that allows children the opportunity to visit the school and to start to get to know the adults who will be working with them. We also provide information on how you could help your child be "school ready". Shortly before admission, you and your child will be invited to attend a pre-school introductory session and to meet the rest of the class.

Transition to Secondary School

For admission to secondary school please follow the Local Authority arrangements as outlined above.

The vast majority of our children transfer to **Iveshead School** at the end of Year 6.

All children have opportunities to visit the school and to meet staff. We have strong links with Iveshead School and a well-established programme of transition, which is continually under review. Staff from both schools liaise very closely to prepare children and parents for this stage of their education. In the year prior to transfer, senior staff from the secondary school hold Parents Evenings and Open Evenings. Our Special Needs Co-ordinator meets with the secondary SENCO to discuss the needs of the children on the Special Educational Needs register. Every effort is made to ensure that the transfer is smooth and beneficial to your child.