



Toft Hill Primary School Admissions Procedures

(in accordance with Durham County Council Guidance 2011)

Version Number	Date agreed by Governors	Date of review	Headteacher	Chair of Governors
3	September 2024	September 2025	Leanne Nesbitt	Alison O'Sullivan Amanda Majer

Admission to Community and Voluntary Controlled Infant, Junior and Primary Schools

Parents should apply to the LA for a place at primary school. Information is available on the LA and school website.

All updated LA information can be found at:

<https://www.durham.gov.uk/article/2190/Apply-for-a-primary-school-place>

We support new starts in Reception with transition visits prior to starting school.

If you wish to change school during the academic year, further information on in-year transfers can be found at:

<https://www.durham.gov.uk/article/2197/Changing-schools-during-the-school-year>

For in-year transfers we can also offer visits in advance of moving to support transition.

We work with staff in secondary schools to support transition to Key Stage 3.

Oversubscription Criteria:

If more children want a place than there are places available, we will offer places according to the following criteria, strictly in order of priority:

i. Children in Public Care – ‘Looked after’

ii. Medical Reasons

Pupils with very exceptional medical factors directly related to school placement.

iii. Sibling Links

Pupils who have a brother or sister already attending the preferred school and who is expected to be on roll at the school at the time of admission.

iv. Distance

Pupils who live nearest the preferred school measured by the shortest walking route.

This will be based on the parents’ address. Where the last place to be allocated would mean that a multiple birth sibling group i.e. twins, triplets or other multiple birth sibling groups, would be split, the sibling group will be given priority over other children.

Measuring of Routes/Distance

We use a Geographic Information System (GIS) to measure the shortest walking route. The shortest walking routes are measured from the nearest entrance to a house (e.g. front gate) or flats (e.g. front door of the main building) to the nearest school entrance.