



GREENLEAS PRIMARY SCHOOL ADMISSIONS

Admissions to Foundation Stage 2:

F2/ Reception class- 45 full time places- apply for places in September 2017 via the Local Authority. Application forms are available online using the link below

www.wirral.gov.uk/schooladmissions

or you can request a form by calling 0151-606-2020 during office hours.

Paper application forms should be returned to the address below to arrive by 15th January 2017

Dept of Education/ Admissions

Hamilton Building

Conway Street

Birkenhead CH41 4FD

Note: The closing date for admission applications to F2 for September 2017 is 15th January 2017. Late applicants - applications received after 15th January will be considered after places have been offered to parents who applied on time.

Offers to parents will be sent out in April 2017.

We adhere to the Local Authority Admissions Policy for Community Schools which states that applications submitted by January 15th 2017 will be considered first and places allocated up to the admission number of the school and in accordance with the following criteria:

- Looked After Children and previously Looked After Children
- "In zone" children with siblings at the school on the start date
- "In zone" children with a valid medical reason
- "In zone" children living closest to the school

If children live outside the catchment area and places are still available, they will be allocated according to the following criteria:

- Children with older siblings at the school on the start date
- Children with a valid medical reason
- Children living closest to the school

The local Authority measures distance from home to the nearest school pedestrian gate using a computerized mapping system using the shortest road route unless it is possible to use a footpath considered to be a safe walking route (routes without pavements or street lighting are not considered safe).

Admission arrangements in Year 1 or above

Our Admission Number for every year group from F2-Year 6 is 45. If transferring between schools always speak with the current Headteacher first to explain your reasons for applying for a transfer. The current Headteacher will speak with the Headteacher of the receiving school before the arrangements are made. Request a Common Admission Form (or Transfer request form) from any One Stop Shop or by calling the Local Authority on 0151-606-2020 during office hours. This should be completed and returned to the Local Authority Admissions Office at the address below:-

Dept of Education/ Admissions
Hamilton Building
Conway Street
Birkenhead CH41 4FD

Your child will be offered a place in the school of your choice as long as there is room in the Year Group (45 places) and that this does not take the class size over 30 in Key Stage 1 (Year 1 and Year 2)

Catchment Area Finder

This facility is available on the Local Authority School Admissions website [Click here](#)

Enter your street name to find out which are your zoned schools (Community and Voluntary Aided or Controlled)

We look forward to welcoming you and your child to our school. We are happy to show prospective parents around the school during the daytime so you can see us in action before making a decision. Please contact the School Office for an appointment.

For more information for parents about Primary Education in Wirral, click on the link below

www.wirral.gov.uk/downloads/4561

If your child is not allocated a place at the school of your choice, you may appeal against the decision. Appeals are heard by an Independent Appeal Panel and this decision is final.

For more information about the Appeal Procedure please follow the link below

www.wirral.gov.uk/schooladmissions