

Admissions – a quick guide for parents /carers

This is a quick guide for parents who wish to enrol their child or children at Highfields Primary Academy. **This is not our admissions policy.** Our admissions policy is on the Statutory Information page.

- Highfields Primary Academy have adopted the Doncaster Local Authority's arrangements for admissions. So you will need to talk to them if you wish your child to come to Highfields Primary Academy Academy.
- Firstly, please come and have a look around. Give the academy a call (01302 722216) and arrange 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.

The number for the admissions team is 01302 736000

The link to the admission page is:

<http://www.doncaster.gov.uk/services/schools/primary-admissions>

- 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 Doncaster's Admissions website or you can ring the admissions team on the above number.

<http://www.doncaster.gov.uk/services/schools/admission-appeals>