

Admissions Committee Meeting Minutes

22/05/2025

Present: Andrea Williamson, Tim Fettes and Jo Griffith

Apologies: Jon Hutchinson, Jo Steel, Sarah Lawson

Applications discussed:

1. Application for Year 5 place. Committee agreed it would negatively impact the provision of effective education for the Year 5 class to admit another pupil. Letter to be sent to parent to this effect.
2. Application for Year 5 and Year 2. Committee agreed it would negatively impact the provision of effective education for the Year 5 class and the Year 2 class to admit another pupil to them. Letter to be sent to parent to this effect.

AOB:

- It was noted that 1 pupil has left the Year 5 class. This means the class has 30 pupils.
- The list for Reception class 2025-2026 will be available on 23rd May. The appropriate letters will then be emailed to all new parents on the list inviting them to transition events.
- We discussed the need for all pupils currently on our waiting list will need to be contacted next half term to inform them to re-apply for 2025-26 if they wish to remain on the waiting list.

Actions:

1. Letters of refusal to be sent to the above applicants. (Jo/Wendy/Andi)
2. Welcome letters to be emailed to new Reception class parents (Jo/Wendy)
3. Welcome packs to be made up for new reception parents. (Jo/Wendy)