



John Wheeldon Primary Academy

Admissions Procedure

If you are considering sending your child to John Wheeldon Primary Academy, then you may wish to take a look at our admissions procedure which is detailed below:

Step 1: Ring and arrange a tour of our school

Please ring our office staff on 01785 594444 and ask to book a tour. Booking prior to your visit is essential.

Tours are available on a Tuesday and a Thursday at 11am. If you wish to tour at another time, please let office staff know and we will try to accommodate this.

Step 2: Visit our school

On the day of your tour the office staff will be waiting to greet you.

Our Headteacher, Mr Sutton, or Deputy Headteacher, Mrs Clarke, will take you on a tour of the school and will be able to answer any questions that you may have.

Step 3: Complete an admissions form

After your tour, if you wish to fill in an admissions form then our office staff will be happy to assist you with this. The form needs to be completed by parents and it then needs to be signed by your current school.

Step 4: Admission form is accepted

The admission form is signed and sent back to our school. A place for your child can then be granted. The office staff will then contact you and a start date is agreed. If your child requires any additional support e.g. if they have English as an additional language then this will be discussed and actions agreed upon at this stage.

Step 5: Induction Information

Before your child starts school, they will receive an Induction Pack in the post that tells them all of the important information that they need to know before they start.

Step 6: First Day at school

Once a child has arrived for their first day at school, we will contact the admission team at Staffordshire County Council to let them know.

Your child will be introduced to their class teacher who will ensure their first day goes as smoothly as possible!

