



## **Admissions policy**

This policy follows the model determined by Norfolk County Council.

Agreed by Governing Body: Autumn 2019

To be reviewed: Autumn 2020

Group Responsible: Full Governors



## **Pupil Admission Number at Spixworth Infant School**

Spixworth Infant School follows Norfolk County Council's admission policy. The school has an intake number of 45 which means up to 45 reception children can start every year. By law, children must start statutory education full-time at the beginning of the term following their fifth birthday.

## **Admissions Dates for Reception Class**

All parents of children born between 1 September and 31 August must be offered a full time place from September following their 4<sup>th</sup> birthday. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full time basis no later than the beginning of the term after their 5<sup>th</sup> birthday.

Parents are required to choose their preferred choice of school and send this to the Local Authority by January in the year before their child starts school. Spixworth Infant School does not decide who does or who does not get a place as this is organised by the Local Authority. Parents will be informed of their place on 'Offer day' in April. Norfolk County Council will send letters by first class post on that day telling you at which school your child has been offered a place. If you have applied online you will also receive an email on the same day.

## **Applications**

Parents can register their preference either online ([www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk)) or by returning a form which can be downloaded from the same website or be collected from the school.

Information about primary and infant schools in Norfolk can be found on the Norfolk admissions website. You can find out your catchment school at [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk)

## **Over subscription rules**

If there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

Children who are due to start school and:

1. have an EHCP or statement of special educational needs naming that school
2. are in public care or have been adopted from public care
3. live in the area served by the school and who have a sibling attending the school at the time of their admission
4. live in the area served by the school who have a brother or sister attending the feeder junior school



5. have a disability and live in the area served by the school (Appropriate professional evidence will be required to confirm the disability)
6. live in the area served by the school
7. live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission
8. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
9. live outside the area served by the school who have a brother or sister attending the feeder junior school
10. have a disability and live outside the area served by the school (Appropriate professional evidence will be required to confirm the disability)
11. children of staff a) where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
12. live outside the area served by the school

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule.

To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data.

The address will be measured from the post office address point on the property.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

### **Important notes**

Feeder school priority will only apply in the first year of entry to the school

'School' is defined as the main school and not the Children's Centre or nursery class attached to the school. This means that no priority would be given to a child from outside the catchment area who had either a brother or sister at the attached nursery class. The address given on the application form will be used to decide the catchment school.

By law children must start statutory education full time at the beginning of the term following their fifth birthday.

If your request for a place at Spixworth Infant School is unsuccessful parents have the right of appeal. Parents should contact the Local Authority if this applies.



### **Admissions into other year groups**

It is generally agreed that, unless there are exceptional reasons why a child should move immediately, it is in the best interests of children and schools for school transfers to take place at the beginning of a new term.

In Norfolk where a parent makes an application to change their child's school during the school year it will normally be considered by the Admissions Team in line with the following timetable:

- 31 October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28 (29) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31 May for a transfer to take place at the beginning of the autumn term (the beginning of a new school year).

This guidance does not apply where a family has moved a significant distance from their previous home address which makes travel to their current school unreasonable. In this case the Admissions Team will process the application as soon as it is received. A decision as to whether or not there is a place at the school in the appropriate year group will be made by the Local Authority.

### **Important note**

Children in their last year (Year 2) at an Infant or First School will be considered due to transfer. Children attending a primary school are considered as not due to transfer and therefore their applications have the lowest priority for a place even if they live in the catchment area of the school.