

# Admissions Policy

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Hemsby Primary School



2018/19

Written 31<sup>st</sup> October 2017

Review 31<sup>st</sup> October 2018

Signed:

(Headteacher)

(Governor)

We follow the Norfolk County Council Policy for first admissions and in-year admissions to school.

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

All children born between the 1<sup>st</sup> September 2013 and the 31<sup>st</sup> August 2014 must be offered a full time place from September 2018.

Children cannot start any earlier than the policy allows.

Parents are entitled to ask for their child to be admitted into the school but delay their start date until later in the school year. A place is then held for them and cannot be offered to another child. However, the child must start school on a full time basis during the academic year 2018/19 and no later than the beginning of term after their fifth birthday.

Parents can also request that their child attend school on a part-time basis in Reception. At Hemsby Primary School, we offer children the option of attending five part-time sessions a week (mornings only) the first full week of term.

In particular circumstances where children have specific needs, and at the discretion of the Head Teacher, parents may request a more flexible approach.

Norfolk County Council decides on the admissions policy for all schools except academies and foundation, trust, voluntary aided and free schools which set their own.

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.

**Children who will be four or more but under five on 1<sup>st</sup> September 2018 will be due to start school.**

During the term before they start, children will be invited to visit the school for two morning sessions so that they can become familiar with the teachers and the classroom.

There will also be an opportunity for parents to ask any questions, order school uniform, purchase school book bags and collect an admissions form and pre – school questionnaire.

**The Governing Body does not allow colour, race, gender, disability or social background to affect its Admissions Policy.**