

## **DOCKING CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY**

### **Admissions Policy**

#### **Introduction**

At Docking Primary School and Nursery we have a separate Nursery class and Reception class unless numbers dictate that they are placed in the same class. Children can be admitted into the Nursery from the term after they are 3, children start Reception in the academic year they turn 5 (between September and August). Places for both Nursery and Reception are limited and in the case of over subscription we follow Norfolk County Council guidelines, these are explained fully in this policy.

#### **Nursery Class Admissions**

Children are eligible to start Nursery from the term after they are 3, for example if a child is 3 in June they will be eligible to start in September. Generally there is one intake in September but if there are still places children may start in January or April. Nursery sessions run from 9 a.m. until 12 p.m. daily which amounts to 15 hours per week. Nursery places are funded through Norfolk County Council. There are limited spaces in the Nursery class and in the event of over subscription the following guidelines will be followed.

Priority will be given in this order to:-

1. Children who are “looked after” by Norfolk County Council or have a statement of Special Educational Needs.
2. Children who wish to claim the full 15 hour entitlement from Docking Nursery provision.
3. Children who live in the catchment area of Docking Primary School and who have a sibling in school.
4. Children who live in the catchment area of Docking Primary School.
5. Children who live out of the catchment area but have a sibling attending Docking Primary School.
6. Children who live out of the catchment area.

There are no appeal hearings for Nursery classes.

If the nursery and reception classes are being taught together, the children all arrive at school for 8.55am start and the nursery children finish at 11.55am.

## **Reception Class Admissions**

Children start Reception in the academic year (September to August) that they will be 5.

Applications to come to Docking Primary School must go through Norfolk County Council. They are sent to parents in September and need to be returned to Norfolk County Council by December. Norfolk County Council allocates places and in the case of over subscription they follow the guidelines above (see Nursery section). Parents are informed in April which school their child has been offered a place at. School plays no part in this process.

Parents have the right to appeal if their child does not automatically receive a place at Docking Primary School. All appeals are heard by Norfolk County Council.

Once children have been allocated a place at Docking Primary School their child will have that place until they transfer to high school at the end of Year 6.

**Reviewed 14<sup>th</sup> November 2016**

**Signed .....**  
**John Ward, Chair of Governors**

**Next Review Date: Spring 2017**