

# Sedgeford Primary School

## Admissions Policy

### 1 Introduction

1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our Admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

### 2 Aims

2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.

2.2 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

2.3 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

### 3 How parents can apply for their child to be admitted to our school

3.1 Our school is a community school, and it determines the admission arrangements in agreement with the NCC. The Admissions Authority for our school is therefore the NCC, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the NCC.

3.2 The NCC's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the Local Authority, and should be returned by the date stipulated on that form. NCC allocates places and, in the case of oversubscription, follow their admission preference list:

Priority will be given in this order to:-

1. Children who are "looked after" by Norfolk County Council or have an Education Health and Care Plan (EHCP).
2. Children who live in the catchment area of Docking Primary School and who have a sibling in school.
3. Children who live in the catchment area of Docking Primary School.
4. Children who live out of the catchment area but have a sibling attending Docking Primary School.
5. Children who live out of the catchment area

**3.3** The School admits children at the beginning of the school year in which they become 5 years old. For very young children (for example those whose birthdays fall in the summer term) and in discussion with parents, this could be part-time rather than full-time in the first instance. Parents may not defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which admission is sought

#### **4. Admission appeals**

**4.1** If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

**4.2** If parents wish to appeal against a decision to refuse entry, they can do so by applying to the NCC. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which comes into force in September 2004.)

#### **5 The Schools Admission Number**

**5.1** The 'admission number' is the number of children the NCC considers the school can accommodate. The admission number for our school is 7 pupils. We keep this number under review, and the governors will apply to change the number if circumstances change.

#### **6 Sizes of classes for infants**

**6.1** We teach infant children (aged five to seven) in a Key Stage one class that will have a maximum number of 30 children.

#### **7 Monitoring and review**

**7.1** This policy will be monitored by the governing body and reviewed every year, or earlier in the light of any changed circumstances, either in our school or in the local area. The policy will always take due note of guidance provided by the local Admissions Forum.

**Reviewed 12<sup>th</sup> March 2018**

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

**Next Review Date: Spring 2019**