

# DOCKING CHURCH OF ENGLAND PRIMARY SCHOOL AND NURSERY

## 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. The planned admission number for Docking School is 18.
- 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.

### Nursery Class Admissions

St Mary Federation chooses to follow the county guidance for good practice in Nursery Admissions and accept children the term after their third birthday. We can organise our own admissions into Nursery and take registration forms so families can register interest before the children start with us. We then allocate spaces every term using the same criteria set out below. We aim to contact families six weeks before their children start school so home visits and settling sessions can be arranged. We offer 15 universal hours of free education every week for each child.

Generally there is one intake in September but if there are still places children may start in January or April. Nursery sessions run from 8.45a.m. until 11.45am. 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 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.

St Mary Federation aims to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.

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 18<sup>th</sup> March 2019**

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

**Next Review Date: Spring 2020**