

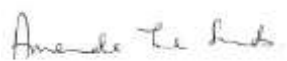

Happisburgh CE VA Primary & Early Years School

Learning for Life To be the best you can be

"Let your light shine" Matthew 5:16



Admissions Policy

Formally adopted by the Governing Board	
On:	06/06/2020
Review date:	June 2021
Chair of Governors: Amanda Sands	
Head teacher: Kathryn Jackson	

Purpose

To ensure that decisions to admit children are based on fair and transparent criteria. If there are more requests for places than places available, children will be allocated places in the following order of priority:

1. Children who are looked after
2. Children for whom an EHCP of special educational needs names the school
3. Children residing in the school's catchment area
4. Children out of the catchment area with brothers or sisters already attending school at the time of their admission
5. Other children residing outside the school's catchment area with those living nearest being given a higher priority

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 Ordinance Survey data.

If, following the application of admission rules and distance, two applicants cannot be separated for a final place at a school, the Governing Body will use random allocation to determine the priority for the remaining place.

Transition from pre-school to Reception is not automatic and must be applied for via Norfolk County Council Admissions.

Parents/carers may appeal regarding a decision not to admit a child to the governing body of the school. The governors hearing the appeal must not have been involved in the original decision.

Who was consulted?

In drafting this policy the governing body consulted with the LA and the Diocese of Norwich.

Relationship to other policies

This policy should be read in conjunction with the policies on equality, SEND and the curriculum, and should be reviewed annually.

Roles and responsibilities of head teacher, other staff, governors

The head teacher will ensure that:

- the school is represented on the LA admission forum
- where places are available, pupils are admitted in accordance with the agreed priorities.

All staff are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The Governing body will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and on the web site. This is made available to parents/carers and potential parents
- an admissions' register is kept up to date
- an appeal panel is in place to hear parent appeals against non-admission
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority.

Arrangements for monitoring and evaluation

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from parents/carers.

To apply for pre-school:

Phone: 01692 650335

Email: office@happisburgh.norfolk.sch.uk

To apply online for school:

Apply online: www.admissionsonline.norfolk.gov.uk

Application Forms can be obtained from Norfolk County Council Tel: 0344 800 8020