



## ADMISSIONS POLICY – Horsford C of E VA Primary School

Admissions to voluntary aided schools are coordinated by the local authority and the governing body must use their published admission rules to prioritise applications.

Please note that Norfolk County Council has overall authority for placing children at Horsford Church of England VA Primary School. They should also be involved if parents wish to transfer their children to Horsford Church of England VA Primary School.

### AIMS

- To settle the children into the school environment as quickly and as happily as possible.
- To enable staff to plan together for the learning needs of all the children in the class throughout the year.

### Admission to the Main School

- Admission to the school is based on the academic year running from 1st September to 31st August.
- All eligible children for the Reception year may start full time school during the academic year in which their fifth birthday falls. It is a legal requirement for children to be in full time schooling in the term following their fifth birthday.
- Children who are five between 1st September and 28th February may be admitted full time in September.
- Children whose fifth birthday falls between 1st March and 31st August may be admitted part time (mornings) in September and full time from the following January or full time from September.
- Our admission policy allows children to start school earlier than the law requires. However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year. As previously stated, the children must start school by the beginning of the term following their fifth birthday, and the place must be taken up by the start of the summer term. If we are informed that a parent wishes to delay their child's entry, the place will be held and not offered to another child.

### General

1. The details of pre-school children registered by their parents will be kept on the file together with the expected admission date.
2. Parents should register their children for admission by the dates found on Norfolk County Council website.
3. Norfolk County Council will inform the Headteacher if the number of children registered exceeds the intake limit (60).
4. In this case children may need to be considered in the following categories:
  - a. those children who are looked after
  - b. those children who have a statement of educational needs
  - c. those within the designated area of the school
  - d. those outside the designated area with siblings in the school
  - e. those outside the designated area
5. The Governors will make the arrangements for any appeals. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Norfolk Admissions Authority.
6. Request for the admission of children referred from other schools by the local authority will be considered on each individual case.
7. The school brochure will be sent to parents of pre-school children on the waiting list together with a letter about the admission arrangements for their child at least half a term before their admission date.
8. Parents and children will be invited to visit the school in the term prior to their admission for entry to Reception.
9. Pupils' records and admission forms will need to record all persons with parent responsibility (The Children Act 1989).
10. It is mandatory for all children to be in school full time from the beginning of the term after they have attained five years of age.
11. We are an inclusive school that welcomes children from all backgrounds and abilities.
12. The standard number for our school is 420 children.
13. We teach infant children (Years R, 1 and 2) in classes that have a maximum number of 30 children at the start of the academic year.

### Monitoring

This policy will be updated annually during the autumn term, taking into account projected staffing and pupil numbers in relation to the organisation of the school as a whole.

For further information regarding admission to Norfolk Schools, please click on the link below;

[http://www.norfolk.gov.uk/Childrens\\_services/Schools/School\\_admissions/index.htm](http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions/index.htm)