



POLICY FOR ADMISSIONS

BACKGROUND

This policy is based on guidance from Norfolk Children's Services.

OVERSUBSCRIPTION RULES FOR FIRST ADMISSION TO COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS.

If there are more applications for places than there are places available, the Local Authority gives preference to children living nearest to the school, according to the following rules in this order of priority:

1. Children with a statement of special educational need naming this school.
2. Children in public care who are due to start school.
3. Children who are due to start school, living in the area served by the school who have a brother or sister attending the school at the time of their admission.
4. Children who are due to start school, living outside the area served by the school who have a brother or sister attending the school at the time of their admission.

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 using on a straight line 'crow fly' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

Parents/Carers may appeal to the Local Authority against a decision not to admit a child.

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

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- 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 made available to parents/carers and potential parents
- an admissions' register is kept up to date
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority (or statutory body in the case of foundation schools).

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.

This policy will be reviewed in full by the Governing Board on an annual basis. This policy was uploaded to Governor Hub in September 2023, to be ratified at the next meeting of the LGB. It is due for review in September 2024.