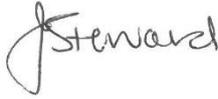




## ADMISSIONS POLICY

Formally adopted by the  
Governing Body of Sheringham Community Primary & Nursery School

On	14 <sup>th</sup> July 2022
Chair of Governors	
Head Teacher	
Last updated	14 <sup>th</sup> July 2022
Review	14 <sup>th</sup> July 2023

*Be all that you can be...*



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## 1. Introduction

Children are required by law to receive full time education from the beginning of the term after their fifth birthday.

Although there is a statutory requirement for all schools to have an open Admission Policy, our foremost aim is to cater for the children of Sheringham, Beckham, Bodham, Beeston Regis, West Runton and Upper Sheringham. Only if there are spare place will children from other areas be considered. Our present Published Admission Number is 60 children.

The criteria for allowing children into the school is:

1. Children with a statement of special educational needs naming that school;
2. Children in 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 in the area served by the school
5. 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;
6. Children who are due to start school, living outside the area served by the school.

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 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.

## 2. First Admissions

Our Nursery department will take pupils the term after their third birthday. Those born between 1 September & 31 December will be offered a place in our January intake and those born between 1 January and 31 August in our September intake. Pupils will be offered 5 sessions lasting 3 hours, either mornings 8.35am-11.35am or

afternoons 12.15pm-3.15pm. An offer of a place for a child in the Nursery can be no guarantee of a place being available in the main school. If parents qualify then we are able to offer 30 hour funded provision.

Starting School - Children born between 1 September & 31 August must be offered a full time place from September after their fourth birthday. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full time basis during the academic year and no later than the beginning of the term after their fifth birthday. We would expect all children to attend on a fulltime basis from the beginning of the Spring term.

Before admittance to Reception or Nursery there will be liaison between the pre-school setting, home and school to help allocate classes. Visits by the children and teachers to and from pre-school will also be arranged. We organise a home visit by the pupil's teacher prior to their starting school or nursery to ensure a smooth transition.

In the Nursery and Reception the curriculum will be based on the DFE Early Years Foundation Stage and in the main school on the National Curriculum.

### **3. Other Admissions**

Children wishing to enter higher up in the school must complete an 'In-Year' Admission application form and submit this to the Admissions Office, Children's Services, Norfolk County Council, where your application will be considered within 15 school days (this can be obtained from schools, on-line or the Admission Team). Once this has been agreed we will contact you to arrange a time for you to be shown around the school and children are welcome to have a taster session in school prior to their joining us. Pupils will initially be allocated a 'buddy' from their new class who will show them where to go and what to do. Pupil records will be requested from any previous schools. Happiness and progress will be monitored.

Children with an Education and Health Care Plan moving to the school will be expected to have the necessary resourcing and provision to support their special needs.