



Policy Adopted	Jun 2022
Review date	July 2023

Holt Community Primary School
Admissions and Induction Policy

Scope and context of the policy

This policy is written in line with the following local and national requirements:

- Norfolk County Council Admission Policy
- The school's standard intake number is 30
- LA guidance on admissions and over subscription

As a community school, the Authority decides on the admissions policy and manages the applications and appeals process.

Consultation and review

The Governors discussed the new arrangements and approved this policy on 15th June 2022. The first admission arrangements take effect from September 2023. This policy will be reviewed July 2023.

Key points

By law children must start statutory education full time at the beginning of the term following their fifth birthday. All parents of children born between 1st September 2018 and 31st August 2019 must be offered a full time place from September 2023. 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 2023/24 and no later than the beginning of the term after their fifth birthday.

The law allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year or to start on a part time basis. The place is held and cannot be offered to another child. However for a place to be held, admission can only be delayed within the academic year.

Admissions

Admission procedures are managed by County Hall. Parents are required to state their three preferences on the single application form and send it direct to the Authority. If your child is due to start school you should receive a letter and booklet regarding the application process. You can apply on line at www.norfolk.gov.uk/education-and-learning/schools/school-admissions Applications should be made between September 2022 and January 2023. Parents will be notified of their child's placement in April 2023. The Authority will advise on any subsequent appeals process.

We welcome parents to register an interest in admission as soon as possible and visit the school. We intend to hold an Open Day on 13th October 2022 when we encourage parents to look around the school.

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

Children who are due to start school and:

1. have a statement of special educational needs naming that school.

2. are in public care or have been adopted.
3. live in the area served by the school and who have a sibling attending the school at the time of their admission.
4. live in the area served by the school who have a brother or sister attending the feeder junior school.
5. have a disability and live in the area served by the school (Appropriate professional evidence will be required to confirm the disability).
6. live in the area served by the school.
7. live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission.
8. live outside the area served by the school who have a brother or sister attending the school at the time of their admission.
9. live outside the area served by the school who have a brother or sister attending the feeder junior school.
10. have a disability and live outside the area served by the school
- 269 Refer to "Parents Guide to Admissions to school in Norfolk 2016" for full information (Appropriate professional evidence will be required to confirm the disability).
11. live 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.

Admissions other than into Reception

Admissions are made in line with the standard number for the relevant year group. Visits from prospective parents and their children are welcomed. If appropriate, prospective pupils are invited to spend a morning or afternoon at the school, prior to full time admission. In term admissions are managed centrally by Admissions at County Hall.

For further information, see Norfolk Schools Website, School Admissions.

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>