



Policy Adopted	Jun 2023
Review date	July 2024

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 21st June 2023. The first admission arrangements take effect from September 2024. This policy will be reviewed July 2024.

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 2019 and 31st August 2020 must be offered a full time place from September 2024. 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 2024/25 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 25th September 2023 and 15th January 2024. Parents will be notified of their child's placement on 16th April 2024. 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 Thursday 12th October 2023 when we encourage parents to look around the school.

Oversubscription rules for admission to Reception classes in community and voluntary controlled schools for children due to start school in the school year 2024/25

If there are more applications for places than there are places available, the Local Authority will give priority 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 an EHCP or statement of special educational needs naming that school
2. children in public care, have been adopted from public care or adopted from abroad who are due to transfer
3. live in the catchment area and who have a sibling attending the school at the time of their admission
4. live in the catchment area who have a brother or sister attending the feeder junior school
5. have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability)
6. live in the catchment area
7. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
8. children eligible for the service premium. A pupil is eligible for the service premium if: a) one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service); b) they have been registered as a 'service child' on the January school census at any point since 2016; c) one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
9. live outside the catchment area who have a brother or sister with a statement of special educational needs attending the school at the time of their admission
10. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
11. live outside the catchment area who have a brother or sister attending the feeder junior school
12. have a disability and live outside the catchment area (Appropriate professional evidence will be required to confirm the disability)
13. children of staff a) where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
14. live outside the catchment area

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

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>