

# **ALPINGTON & BERGH APTON CHURCH OF ENGLAND V.A. SCHOOL**

## **ADMISSIONS POLICY**

COMPILED BY: Mrs T Osborne

APPROVED BY THE GOVERNORS: September 2017

DATE FOR REVIEW: September 2018

## Admissions Policy

The governing body of this VA school follows Norfolk's Admission Policy:

By law, children must start statutory education full-time at the beginning of the term following their fifth 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 no later than the beginning of the term after their fifth birthday. The place must be taken up by the start of the summer term. **Please see Appendix 1 below for further information.**

The governing bodies of Voluntary Aided schools manage their own admissions. If an own admission authority school is oversubscribed, details of all preferences cast for the school will be forwarded to the governing body so that their oversubscription rules can be applied. Parents will be advised to complete a supplementary application form or forward appropriate additional information as required by those own admission authority schools that require this to apply their oversubscription rules

### **Oversubscription rules for Alpington & Bergh Apton CE VA Primary**

The school's admission number is 20.

If there are more applications for places than there are places available, the authority will give preference to children living nearest to the school (using the "crow fly" distance measurement), according to the following rules in this order of priority:

1. Children with a statement of special educational needs naming the school;
2. Looked after children (children in public care);
3. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission;
4. Children who live within the catchment area and whose parents are regular attendees (at least once a month) of a church and desire a church school education for their children. (Governors reserve the right to see a reference to this effect from the church's minister.);
5. Children who live within the catchment area and have no brother or sister connection with the school;

6. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission;
7. Children who live outside the catchment area and whose parents regularly attend church and desire a church school education for their children. (Governors reserve the right to see a reference to this effect from the church's minister.);
8. Children who live outside the catchment area and have no brother or sister connection with the school.

**Who is defined as a brother or sister?**

When we apply the oversubscription rules, the term 'brother' or 'sister' means: brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit.

**What happens if parents live at separate addresses?**

Where a child lives with separated parents who have shared responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expect evidence to support this at the time of application. In cases where the child spends an equal proportion of the week with both parents, evidence of the main contact address and which parent receives the child benefit will be required to support the application.

**Admissions - how to apply for a place at the school.**

Parents of rising fives wishing to apply for a place at our school must complete a common application form either online at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk) or by a paper form which must be returned direct to the Local Authority at County Hall by 15<sup>th</sup> January 2018

Admissions  
8<sup>th</sup> Floor  
County Hall  
Martineau Lane  
Norwich  
NR1 2DL

Tel 0344 800 8020

The Local Authority will then co-ordinate the first admission process so that one offer of a school place is made to parents on 18<sup>th</sup> April 2018.

If you have applied online, decisions will be made available on the afternoon of 18 April 2018 on the [admissions website](#).

If you have sent in a paper application, we will send you a letter on 18 April 2018 by second class post telling you at which school your child has been offered a place.

### **Appeals Procedure**

If your request for your preferred school is refused you have the right of appeal to an independent panel. Information about how to appeal will be sent to you with your refusal letter. The closing date for appeals is 15<sup>th</sup> May 2018, appeals hearings will be in June/July 2018.

### **2018 Norfolk in Year co-ordination scheme**

#### **Timetable for In-year Admissions:**

We expect transfers to take place at the beginning of each school term

- 31 October for a transfer at the beginning of the spring term (i.e. after Christmas)
- 28 (29) February for a transfer at the beginning of the summer term (i.e. after Easter)
- 31 May for a transfer at the beginning of the autumn term (i.e. after the summer holiday) • Late applications will be accepted until the beginning of the autumn term (i.e. after the summer holiday)

Applications will be considered in advance of the published timetable where families can demonstrate that there are exceptional reasons why an earlier transfer is required. Where the Local Authority and the relevant admission authority accepts that there is sufficient evidence and all parties support an earlier transfer the application will be considered without delay.

Applications will be considered immediately when families have moved a distance which makes travel to the current school unreasonable (more than statutory walking distance from the current school and no existing home to school transport available to support continued attendance at the current school).

In year application for places require parents to contact Admissions at County Hall, tel. 0344 800 8020, or email: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk). Parents are free to contact the school in the first instance to enquire about availability and to view the school. 01508 492700, or email [office@alpington.norfolk.sch.uk](mailto:office@alpington.norfolk.sch.uk)

### **Moving to secondary education**

At the end of Year 6 children will usually transfer from this school to either Loddon Hobart High School or Framingham Earl High School although some parents may choose schools further afield. Some children also transfer to the independent sector at eleven. We have close links with both feeder high schools and our pupils have the opportunity to participate in activity sessions prior to transferring to their new high school. Every effort is made to ensure children feel confident when they leave us to begin their next school.

## **Appendix 1**

### **Guidance on deferring your child's Reception place until the following school year**

1. The admission authority must consider parental requests to defer their child's admission to Reception until the following school year and make decisions based on the circumstances of each case and in the best interests of the child.
2. Parents who are considering deferring their child's entry to school should be aware that teachers are skilled in differentiating the curriculum to meet a diverse range of needs. Parents are encouraged to visit the schools they are thinking of applying for where staff will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of individual pupils and how the needs of each pupil will continue to be met as they move up through school.
3. Whilst the law requires a full time place to be offered from September when the child is four 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 effect of this is that 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. This means the admission must take place by the summer term. Places cannot be held until the following autumn term for those children who are five during the preceding summer term. Parents who want to defer within the same school year must apply for a place as normal and once a place has been allocated the parent is responsible for contacting the headteacher to discuss deferring the place.
4. Where a parent wishes to defer their child's admission until the following school year parents are encouraged to make requests to defer in good time before the closing date for the normal admission round (to start school when their child is 4 or more but less than 5 years old on 1 September - the normal year for admission (see published timetable). Parents will need to provide the detailed reasons to enable their request to be given proper consideration and are encouraged to include any supporting evidence from relevant professionals

5. Parents will need to advise at which school(s) they are planning to express preferences as the decision will be made by the admission authority for the school, the Local Authority for Community and Voluntary Controlled Schools, the Governing Body for Foundation and Voluntary Aided Schools and the Academy Trust for Academies and Free schools

6. Where an admission authority agrees to a request to defer until the next academic year the parent will be able to apply in the following year when their child is 5+ on 1 September. Any agreement to a request to defer admission does not guarantee a place at the preferred school, but the application will be considered alongside all other applications for a Reception place (described as "due to start school" in our admission arrangements).

7. Parents need to be aware that the admission authority for a school can change (for example if a school becomes an academy). The new admission authority has the legal right to re-consider the request at the time of application.

8. Parents submitting a request for admission out of the normal age group are encouraged to also make an application for a place in their child's normal age group at the same time. If the application to defer is made by the national closing date for applications the admission authority will ensure that the parent receives the response to their request before the primary school national offer day. (16<sup>th</sup> April or the first working day after the 16<sup>th</sup> April if not a normal working day)

9. Late applications are considered after those received on time and this is why it is important for your request to be made before the closing date for applications for the normal admissions round, 15 January each year, so that your application can be considered in your child's normal admissions round if your request is not upheld. Alternatively you can apply at a later stage, either as a late application for Reception or you can re-apply during the following year for your child to attend a school in Year One. This will depend on the availability of spaces in the Year One cohort your child would join. Around a third of Reception classes are over-subscribed so the availability of Year One places will be more limited.

10. Department for Education advice on the admission of summer born children" can be found at

<https://www.gov.uk/government/publications/summer-born-children-schooladmission>