



# The Nar Valley Federation of Church Academies

## Admissions Policy

All admissions to the Academies within the Nar Valley Federation of Church Academies (Castle Acre C of E Primary, Sporle C of E Primary and Narborough C of E Primary) are handled by Norfolk Children's Services Admissions Department. Applications for places at the academies must be sent to them not direct to the individual academies.

Application forms are available from the academy offices.

### LA Admissions Priorities for First Admission to Voluntary Controlled Schools

All admissions, both when a child first starts school and when they move school at any other time are now handled by the Local Authority. Should the school be over-subscribed, places will be offered according to the following priorities.

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. 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. 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
9. live outside the area served by the school who have a brother or sister 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 feeder junior school
11. have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability)
12. 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. If following the application of admission rules and distance, two applicants cannot be separated for a final place at a school, the authority will use random allocation to determine the priority for the remaining place.

**Important Note:** 'School' is defined as the main school and not a learning support centre or nursery class attached to the school. This means that no priority would be given to a child from outside the catchment area who had either a brother or sister at the attached nursery class or in temporary or part-time attendance at the attached learning support centre. The address given on the application form will be used to decide the catchment school.

Adjoining junior/middle school - this only applies when the two schools share the same site.

**When must my child start school?**

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 2011 and 31st August 2012 must be offered a full time place from September 2016. Parents are entitled to defer their admission or request that their child attend on an agreed part-time basis, however the child must start school on a full time basis during the academic year 2016/17 and no later than the beginning of the term after their fifth birthday.

**Induction at Schools within The Nar Valley Federation of Church Academies**

The schools within the Federation try to prepare children for starting in September by holding several familiarisation events in the summer term. Parents of pupils enrolled for September will receive notification of the timetable for these events. Induction into Reception year will include a meeting for parents and carers and 'taster sessions' for children in the relevant classes. At these meetings we will offer information to families via an induction pack, a tour of the school and opportunities to ask questions. Home and nursery visits will be offered to support the process of getting to know the child.

If you are seeking a school place during the current school year, see

**<https://online.norfolk.gov.uk/inyearschooldadmissions/>**

**or contact**

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

Telephone: 0344 800 8020

Email: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

**Ratified by Governors: 14 March 2017**

**Signature:**

**Review Due: 14 March 2018**

The policy is the responsibility of the Resources Committee