

Astley Primary School Admission Policy

As a Community School we follow the Norfolk County Council policy for first admission to school, which is as follows:

ADMISSIONS POLICY 2022-23

The reception class admission round opens on 26th September 2022 and closes on 15 January 2023.

The Reception classes admission round for September 2022 was for places in Reception classes for children born between 1 September 2017 and 31 August 2018 (aged 4+ on 1 September 2021).

If your child was born between 1 September 2018 and 31 August 2019, they are due to start school in reception class in the school year starting September 2023. Children must be offered a full-time place from September 2023.

Parents are entitled to defer their child's admission or request that their child attend on a part-time basis. By law, children must start statutory education full-time no later than the beginning of the term following their fifth birthday.

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 an Education Health and Care Plan (EHCP) 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. 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

13. 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. 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.

NOTE: Criteria 7 only applies to schools which have a Specialist Resource Base on site. Feeder school priority will only apply in the first year of entry to the school.

*Please note – All applications for admission to all Norfolk primary and secondary schools must be made through the local authority's admissions department. The Norfolk County School Admissions Department can be accessed at www.norfolk.gov.uk and then follow the links to Education and Learning then Schools and then School Admissions.

If you have any queries about the admissions process please either contact the Head Teacher at the school or contact Norfolk County Council Children's Services by email at admissions@norfolk.gov.uk.

Review Date: September 2023