



# **Admissions Policy Statement**

## **(Excluding Nursery)**

**Written by: Matthew Cross (county policy)**

**Approved by: Laura Cowan**

**Date:  
January  
2022**

**Last reviewed on: September 2021**

**Next review due by: September 2022**

## AIMS

To settle the children into the school environment as quickly and as happily as possible.

To enable staff to plan together for the learning needs of all the children in the class throughout the year.

## Admission to the Main School

Admission to the school is based on the academic year running from 1<sup>st</sup> September to 31<sup>st</sup> August.

All eligible children for the Reception year may start full time school during the academic year in which their fifth birthday falls. It is a legal requirement for children to be in full time schooling in the term following their fifth birthday.

Children whose fifth birthday falls between 1<sup>st</sup> March and 31<sup>st</sup> August may be admitted part time (mornings) in September, or full time from the following January.

Our admission policy allows children to start school earlier than the law requires. However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year. As previously stated, the children must start school by the beginning of the term following their fifth birthday, and the place must be taken up by the start of the summer term. If we are informed that a parent wishes to delay their child's entry, the place will be held and not offered to another child.

## General

1. Parents should register their children for admission by the dates found on Norfolk County Council website.
2. Norfolk County Council will inform the Head teacher if the number of children registered exceeds the intake limit.
3. In this case children may need to be considered in the following categories:
  - a. those children who have an EHCP naming Queen's Hill Primary School
  - b. those children who are in public care or adopted
  - c. those within the designated area of the school and have a sibling at the school at the time of admission
  - d. those within the school
  - e. those outside the designated area with siblings in the school
  - f. those outside the designated area
4. The Governors will make the arrangements for any appeals. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the Norfolk Admissions Authority.
5. Request for the admission of children referred from other schools by the local authority will be considered on each individual case.

6. Parents and children will be invited to visit the school in the term prior to their admission for entry to Reception.
7. Pupils' records and admission forms will need to record all persons with parent responsibility (The Children Act 1989).
8. It is mandatory for all children to be in school full time from the beginning of the term after they have attained five years of age.
9. We are an inclusive school that welcomes children from all backgrounds and abilities.
10. The standard number for our school is 630 children.
11. We teach infant children (Years R, 1 and 2) in classes that have a maximum number of 30 children.

## Monitoring

This policy will be updated annually during the autumn term, taking into account projected staffing and pupil numbers in relation to the organisation of the school as a whole.

Mrs P Sheppard  
Head teacher

## ADDENDUM:

Admission of children mid-way through the term. Applications should be made through Norfolk County Council.

### Those resident in Queens Hills:

Every effort will be made to ensure the children can start as quickly as possible. The following factors may affect the start date.

- Size of class
- Number of recent new admissions
- Any specialist support to be put in place

Where a child could still attend their current school the parents may be asked to do so until a suitable start-date can be agreed.

Where this is impractical the attendance officer may agree to the child being at home until a start date has been agreed.

Start dates are normally on a Monday / beginning of term. Where possible we encourage a pre-visit by the child and when practical a half day induction period.

### Those outside the catchment area:

Those who have just moved into the area will be treated as above (space permitting)

Those who are wishing to move schools will

- Be encouraged to discuss the reasons for the move with their current head teacher which will be followed up by the head teacher of Queen's Hill Primary School
- Start dates will generally be on the first day of the current academic year unless there are exceptional circumstances (space permitting)
- No child will be admitted until there has been at least a two-week period of "thinking time"

Reviewed by Penny Sheppard

Please also see the Norfolk County Council Admissions website for:

[Admissions to reception classes](#)

[Moving Schools during the school year](#)