

Bawdeswell Primary School



Admissions Policy

Review Cycle	1 year
Staff member responsible	Head of School
Committee	Local Governing Board
Date adopted	April 2019
Review Date	April 2020

At Bawdeswell Primary School we follow the Norfolk County Council policy for first admissions & in-year admissions to school.

By law children must start statutory education full time at the beginning of the term following their fifth birthday.

All children born between the 1st September 2013 and the 31st August 2014 must be offered a full-time place from September 2017.

Children cannot start earlier than the policy allows.

Parents are entitled to ask for their child to be admitted into school but delay their start date until later in the school year. A place is then held for them and cannot be offered to another child. However, the child must start school on a full-time basis during the academic year 2018/19 and no later than the beginning of the term after their fifth birthday.

Parents can also request that their child attend school on a part-time basis. Bawdeswell Primary School we implement a phased start to school; from just mornings to mornings and lunchtime, to full days. This is done over the first two weeks and has proved very successful at settling the children into school life.

In particular circumstances where children have specific needs, and at the discretion of the Headteacher, parents may request a more flexible approach.

School admission policy: 2018/19 (Agreed)

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

Bawdeswell Primary 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. 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.

During the term before they start, children will be invited to visit the school for three morning sessions so that they can become familiar with the teachers and the classroom.

There will also be an opportunity for parents to ask any questions, order school uniform, purchase school book bags and collect an admissions form and pre-school questionnaire.

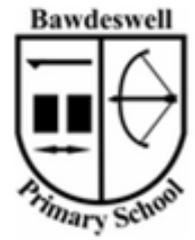
In-Term Admissions

A move to a different school at any time other than admission to reception, transfer to junior or transfer to secondary is known as an 'in-year transfer'. This could be a move between Norfolk schools or a move to a Norfolk school from a school in a different area.

If you require any further information regarding admissions, please contact:

Norfolk County Council, Children's services
County Hall
Martineau Lane
Norwich
NR1 2DL
Tel 0344 800 8020
Email admissions@norfolk.gov.uk

Bawdeswell Primary School



If you need to transfer to a school that is not in Norfolk you will need to contact your new local authority to ask about their admissions process. Find your new local authority using the [Government's postcode finder](#).

Under no circumstances should you withdraw your child from their current school before an alternative school place has been allocated.

The Governing Body does not allow colour, race, gender, disability or social back-ground to affect its admissions policy.