



HEACHAM JUNIOR SCHOOL

Admission Policy 2018/19

FGB: 30: 11. 17
Review: Autumn 2018

Heacham Junior School admits children from 7 to 11 years of age. The school offers a four year course of study from Year 3 to Year 6 (Key Stage 2 of the National Curriculum) The school serves the village of Heacham but will accept pupils from outside this area if sufficient places exist.

Although requests for admission are co-ordinated by Norfolk County Council, as the Local Authority (LA), it is the governors of Heacham Junior School who are responsible for the admission of pupils. However, the governors have to “act in accordance with” the statutory School Admissions Code of Practice (2014) and also the statutory Schools Admissions Appeals Code of Practice (1st September 1999)

Parents and guardians who wish to apply for a place for their child at Heacham Junior School in September 2018/2019 should do so in accordance with the published admissions timetable issued by the LA.

Children will be admitted, having attained 7 years of age without reference to aptitude or ability. The number of intended admissions for 2018/19 is 45. Where applications exceed the number of places available, the governors will give preference to children living nearest to the school, according to the following rules in this order of priority:

1. Children with a statement of special educational needs naming Heacham Junior School.
2. Children in public care who are due to transfer.
3. Children who are due to transfer, living in the area served by the school who have a brother or sister attending the school at the time of their admission.
4. Children who are due to transfer, living in the area served by the school who have no brother or sister connection to the school.
5. Children who are due to transfer, living outside the area served by the school who have a brother or sister attending the school at the time of their admission.
6. Children who are due to transfer, living outside the area served by the school and attend a feeder school at the opening date of the admission round.
7. Children who are due to transfer, living outside the area served by the school who have no brother or sister or feeder school connection with the school.
8. Children attending primary schools with a brother or sister at the junior school.
9. Children attending primary schools with no brother or sister at the junior school.

In the event of over-subscription, children with special educational needs will not be refused admission or given lower priority than other applicants.

Relationship to other policies

This policy should be read in conjunction with the policies on equality, SEND and the curriculum. It should be reviewed annually.

Roles and responsibilities of Head Teacher, other staff, governors

The **Head Teacher** will ensure that:

- pupils are admitted only in accordance with this policy,
- the school is represented on the Local Authority admission forum,
- where places are available, pupils are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The **governing body** will ensure that:

- the admission arrangements are reviewed annually and consultation takes place on changes with all other admission authorities,
- the admission arrangements are published in the prospectus and made available to parents/carers and potential parents,
- an admissions' register is kept up to date,
- an appeal panel is in place to hear parents'/guardians'/carers' appeals against non-admission,
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority (or statutory body in the case of foundation schools).

Arrangements for monitoring and evaluation

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from parents/carers.

This policy is reviewed annually by the Governing Body