

**HEVINGHAM AND MARSHAM PRIMARY SCHOOL PARTNERSHIP
ADMISSIONS POLICY 2018/2019
(FOR FIRST ADMISSIONS)**

The Local Authority is the admission authority for the Hevingham and Marsham Primary School Partnership:

When do children start school?

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

When do children start school in Norfolk?

All parents of children born between 1st September 2013 and 31st August 2014 must be offered a full time place from September 2018. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full time basis the term after the child's fifth birthday.

Can my child start school earlier?

Your child cannot start earlier than the policy allows.

Can my child start school later?

The law allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year or to start on a part time basis. The effect of this is that the place is held and cannot be offered to another child. However, for a place to be held, admission can only be delayed within the academic year. This means the admission must take place by the summer term 2019. Places cannot be held until the following autumn term for those children who are five during the preceding summer term. (The Local Authority may consider requests to defer a summer born child's start date by a full academic year in special circumstances).

Part time admissions arrangements

At the Hevingham and Marsham Primary School Partnership where part-time admission is the preferred option the session times are as follows:

8.50a.m. – 12.00. Each day

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

Parents may increase the number of sessions their child attends, after discussion with the class teacher. If parents wish to do this, we ask that they do so by slowly building up over a number of weeks, adding in Monday afternoon, then Tuesday afternoon and so on. This makes it much easier to plan teaching and learning for the children and to ensure that as many children have access to the full range of provision.

The children will be given the opportunity to visit the school a number of times in the summer term prior to their admission.

At Hevingham; children who attend Hevingham Under Fives will be able to visit several times as a group with a member of their staff and we invite children joining us from elsewhere to join these sessions with a parent or carer until they feel confident.

At Marsham, we will have several stay and play sessions where parents can stay with their child as they settle into their session for as long as they need. If your child needs any further transition times please speak to staff as this may be possible.

Prior to admission (usually in the summer term preceding admission) the class teacher at each school will offer appointments to meet each family individually to gather detailed information about their child. This normally happens at home and is called a 'Home Visit'. It supports their transition into statutory education and makes it as smooth as possible.

If all children within any of the rules below 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 admissions body will use random allocation to determine the priority for the remaining place.

1. Children with a statement of Special Educational Needs naming that school
2. Children in public care who live in the area served by the school
3. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission
4. Children who live within the catchment area and have no brother or sister attending the school at the time of admission
5. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission
6. Children living outside of the catchment area and have no brother or sister attending the school or adjoining middle/junior school at the time of their admission

You will need to decide which schools you prefer by filling in an application form available from the Local Authority. You can state up to three preferences and all forms must be sent direct to the Authority who co-ordinate the process by 31st December in the year prior to admission. You may also apply on-line by going to www.admissionsonline.norfolk.gov.uk

The Authority will tell you if your child has a place at your preferred school in a letter sent toward the end of April, or by email if you applied on-line.

It is very helpful to us if you can contact the office (01603 754677 – Hevingham, 01263 732364 – Marsham)) and let us know that you have applied for a place at our school.

If you have any queries about the admissions process please either contact the head teacher or Norfolk County Council Admissions team on 0344 8008020.

This policy will be adopted in May 2018. The date of the next formal review will be May 2019 and it will continue to be reviewed annually.

This policy has been reviewed in line with our Single Equality scheme