

**HEVINGHAM AND MARSHAM PRIMARY SCHOOL PARTNERSHIP
ADMISSIONS POLICY 2023/2026
(FOR GENERAL ADMISSIONS)**

The planned admission number for Hevingham school is 15 pupils and for Marsham school it is 5 pupils. The planned admission number refers to the number of children who may be admitted to the first year of entry in any academic year.

The Governors will admit children in each school year up to, but not exceeding the schools planned admission numbers unless there is excess capacity within the whole school. If the number of requests for places exceeds the number of places available, the following criteria will apply to prioritise those children offered a place by the LA in consultation with the school:

1. Children with an EHCP naming that school
2. Children in public care who are due to start school
3. Children who are due to start school 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 start school, living in the areas served by the school with no brother or sister at the school
5. Children who are due to start school, 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 start school, living outside the area served by the school who have no brother or sister at that school

If all children within any of the above rules cannot be offered a place, this 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. If the school does not have enough places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admission criteria.

Parents of children who are unsuccessful in gaining a place will be informed in writing on the date laid down by the LA and will be told of their right to appeal.

Parents who live outside the area normally served by the school are advised to visit their designated areas school in the first instance.

Parents who are considering sending their child to this school may visit, by making an appointment to see the Headteacher.

The date of the next formal review will be March 2026 and every three years thereafter, unless statutory legislation changes.