



***Let your light shine
(Matthew 5:16)***

Discover - Value - Celebrate - Praise

Admissions Policy

Formally adopted by the Governing Board of:-	Denver VC Primary School
On:-	10th May 2023
Chair of Governors:-	Carole Reich
Last updated:-	11th May 2022

Admissions Policy

Introduction

The administration and management of admission arrangements to Norfolk schools is dealt with by Norfolk County Council. The reception admissions policy and criteria for each school, together with an online application form, are available from the county council admissions team via the following link:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/admission-to-reception-classes>

Admissions Criteria for Reception

The governors agree to accept the policy guidelines on admissions produced by Norfolk County Council. The school will enrol pupils up to its agreed overall capacity and annual admissions limit.

Oversubscription Criteria

In the event of oversubscription, following the policy of Norfolk County Council, preference will be given to children living nearer to the school according to the following criteria, in order of priority:

Children who are due to start school and:

1. have an EHCP (Education Health and Care Plan) which names the school
2. are in public care or have been adopted from public care or adopted from abroad who are due to transfer
3. live in the catchment area and have a sibling attending the school at the time of their admission
4. have a disability and live in the catchment area
5. live in the catchment area
6. live outside the catchment area who have a brother or sister with an EHCP attending the school at the time of their admission
7. who live outside the catchment area and have a sibling attending the school at the time of their admission
8. who have a disability and live outside the catchment area
9. are children of staff
 - a) where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
10. live outside the catchment area and have no sibling connection with 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.

Joining the School in Reception

Starting school is a very exciting and daunting time for pupils and parent. We, as a school, will work with parents individually to ensure it is both positive and rewarding. Pupils are admitted to Denver VC Primary School in the September of the academic year in which they are 5. During the previous summer term, children are invited to join us for several ‘taster’ sessions to support them to become familiar with the routines and environment of the school. There will also be a New Intake meeting where parents will be informed of our day-to-day procedures and what their child(ren) might experience during his/her first few months at school.

In-year Applications (moving schools)

If you are moving into the area and would like a place at Denver VC Primary School, you should always apply for a school place through the Local Authority's School Admissions Team at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/moving-schools>