

# Scole CEVC Primary School

## Admissions Policy

Admission to Scole will be considered according to the Norfolk County Council guidelines on first admissions to school, which were adopted by the governing body and are reviewed annually.

By law, children must have started statutory education full-time at the beginning of the term following their fifth birthday. All parents must be offered a full time place, for children aged 4+ on 1<sup>st</sup> September at the start of an academic year. 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 and no later than the beginning of the term after their fifth birthday.

Exceptions to this policy can be made and entry into school deferred until the term after a child's fifth birthday if the child has severe Special Educational Needs and Disabilities (SEND), and only if the child's parents are in agreement.

The Governors of the school will be required to consider the **Standard Number** of pupils that the school can accommodate. This is currently set at **15 children**.

Requests for admission to school for a child in any other year group are handled by Norfolk County Council's Admissions Department. Parents will need to make a request to the County Department, who will handle the admissions process. They will contact the school to request information about spaces available and will make a judgement accordingly.

For detailed admissions information, visit the Norfolk County Council website

[http://www.norfolk.gov.uk/Childrens\\_services/Schools/School\\_admissions/index.htm](http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions/index.htm)

Removal of a pupil from the admissions register must only be approved by a member of the SMT if one of the following conditions is met:

- The child is registered with another school but not dual registered.
- The headteacher has received written notification that the pupil is receiving education otherwise (taught at home – the Education Social Worker should be informed of this within 10 days).
- The child no longer resides at a place which is a reasonable distance from the school at which they are registered.
- A school medical officer certifies that the pupil is unlikely to be fit to attend school before ceasing to be of statutory school age.
- The pupil has been continuously absent for not less than 20 school days, such absence was not authorised, the school does not have grounds to believe that the pupil is unable to attend due to sickness or any unavoidable cause, and the

Headteacher and the LA have failed after reasonable enquiry to ascertain where the pupil is

- The pupil is detained in pursuance of a final court order
- The pupil has been permanently excluded and any special appeal is not upheld.
- The pupil has died.

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Reviewed by Governors	March 2018
Agreed by Governors	
Next review date	March 2019
Signature of Chair	

# **Scole V C Primary School**

## **Admissions Procedure**

### **Appendix 1**

#### **Summer Term**

- First half of term letters inviting September New Entrants for pre-visits sent out.
- Second half of term September New Entrants afternoon visits.

#### **Documentation provided to new parents**

- School summary , includes information regarding uniform, charging policy and dates
- Current topic plans
- Share reading document
- Enrolment form
- Copy of most recent newsletter
- Copy of Class SRE (sex and relationships education) letter
- Permission slips
- Term dates
- Menus
- Home-School Agreement
- On-line Safety Policy
- Parents ICT Code of Conduct