



THE SAINTS FEDERATION

Admissions Policy

INTRODUCTION

This policy is intended for staff, parents, governors and any other persons concerned with the admission of pupils to The Saints Federation. It sets out the schools aims and procedures for admissions. The responsible persons for admissions are the Governing Body.

AIMS

Governors at The Saints Federation aim to act lawfully and reasonably when considering applications for places at the school.

The Governors aim to consider all applications received by Children's Services and following their advice, will admit pupils at the beginning of the year that they become five, subject to space. Applications within the school year, must be made and agreed by the Local Authority. The Governors aim to meet the best interests of each child admitted without impinging on the service given to those on roll.

PRINCIPLES

The governors will only continue with an admission, if:

- The emotional, social, intellectual and physical needs of these young children can be met through the provision of an appropriate curriculum, school ethos and environment.
- The needs of older children of statutory age are also being met. This will include, for example, their entitlement under the national curriculum.
- The school meets its statutory obligations to children with special educational needs, and provides a suitably rich and differentiated curriculum for all pupils.
- Early admission does not impose undue pressure on teachers and other staff, or on the school resources,
- There is a close liaison structure already in place.

Admission numbers are set in agreement with the Local Authority in accordance with the capacity of the school. All Saints currently has an admission number of 10, Hapton 6 and St. Andrew's 10.

PROCEDURES

When considering admissions, the Governors admit any child born between 1st September and 31st August of the year they turn 5, according to the criteria outlined below:

1. Children who are looked after by the local authority, and live in the school's local area and children for whom their EHCP names All Saints/Hapton/St. Andrew's as the providing establishment.
2. Children who live within the school's catchment area.
3. Children with brothers or sisters already at the school at the time of admission.
4. Children whose parents especially request an education in a Christian environment with an Anglican background.
5. All other children.

Parents must complete an application form (<http://www.norfolk.gov.uk/view/NCC080632>). All admissions are agreed with the local authority. The event of a tie break or the number of applications exceeding the number of places in one of the categories above, the deciding factor will be the distance drawn in a straight line from the child's home to the main entrance of the school.

Under the Sex Discrimination Act of 1975, the school Governors will not discriminate against applicants on the grounds of gender, race, colour, nationality or country of origin.

Under the Education Reform Act, 1988, Standard numbers and approved admissions numbers for each 'relevant age group' are set with reference to a School's capacity to accommodate pupils. At All Saints this is 15, Hapton 6 and at St. Andrew's 10. The admissions number for any 'relevant age group' will only be exceeded in exceptional circumstances and after consultation with the Governing Body.

If parents are dissatisfied with the outcome of their preferences, they can make representations to the Governors and efforts will be made to resolve the dissatisfaction. However, if Governors are unable to do so the parents still have the right of appeal to an independent Appeals Panel whose decision will be binding on the Governors and parents. This appeals Panel is constituted by the Diocese of Norwich to whom all requests for an appeal should be directed.

The school Governors will publish its admissions policy annually in the School's e-prospectus and as part of the School Profile.

This policy adheres to Single Equality Status (including Looked After, Special Educational Needs and Gifted and Talented pupils), Health and Safety, Safeguarding and Whistleblowing Policies.

LAST REVIEW: SEPTEMBER 2024

NEXT REVIEW: SEPTEMBER 2025