

# The Coastal Federation

<b>Bacton Primary school</b>	<b>Mundesley Infant school</b>	<b>Mundesley Junior school</b>	<b>Starfish pre-school</b>
			
<b>Admissions Policy 2019</b>			

<b>Formally adopted by the Governing Body/ Trust of:-</b>	<b>The Coastal Federation</b>
<b>On:-</b>	
<b>Chair of Governors/Trustees:-</b>	<b>Annie Edwards</b>
<b>Last updated:-</b>	

The Coastal Federation follows the Norfolk County Council admissions process so all requests for school places (reception to year 6) need to go through admissions. All information regarding admissions and their process can be found at the [Norfolk County Council Admissions website](#).

### **Status**

Statutory for foundation and voluntary aided schools and other schools with delegated responsibility.

### **Purpose**

To ensure that decisions to admit children are based on fair and transparent criteria. If there are more requests for places than places available children will allocated places in the following order of priority:

1. Children with a statement of SEN naming the school
2. Children in public care
3. Children living within the specified boundaries who have a sibling at the school
4. Children living within the specified boundaries who have a sibling attending the adjoining primary/infant/junior school
5. Other children living within the specified area.

In the event of oversubscription to the school, preference will be given to children living nearer to the school according to the following criteria, in order of priority.

6. Children with a statement of special educational needs naming our school.
7. Children in public care who live in the area served by the school
8. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission.
9. Children who live within the catchment area and have no brother or sister connection with the school.
10. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission.
11. Children who live outside the catchment area and have no brother or sister connection with the school.

The address given on the preference form will be used to decide the catchment school. We will accept changes to the address up to the closing date.

If a parent wishes to enrol a child into a year group, which has reached its admission limit, an appeal can be made to the LEA who will refer the request to an independent appeals panel.

If all children within the above criteria cannot be accommodated, priority will be given to those living closest to the school within that rule.

## **Who was consulted?**

In drafting this policy, the governing body consulted with current parents/carers, local primary schools, all primary and secondary foundation and voluntary aided schools in the area, and the LA.

## **Relationship to other policies**

This policy should be read in conjunction with the policies on equality, SEN and the curriculum. This policy will be reviewed annually.

## **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- the school is represented on the LA admission forum
- where places are available, pupils are admitted in accordance with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The **governing body** will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and made available to parents/carers and potential parents
- an admissions' register is kept up to date
- an appeal panel is in place to hear parent appeals against non-admission
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority (or statutory body in the case of foundation schools).

## **Arrangements for monitoring and evaluation**

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the Governing Body each term with advice on any implications, plus feedback from parents/carers.

**Starfish Pre-school** is for children aged 2 years to 4+ years old.

### **For admissions to Starfish Preschool:**

We operate a waiting list, which is arranged on a first come first serve basis. If a place is not available at the time, and you wish to enrol your child, we will notify you as soon as a place becomes available. In addition when deciding whether a child can be offered a place in the preschool we take into account the following:

- Siblings already attending the Pre-School
- Emergency admissions - resulting from extenuating circumstances affecting the

child's welfare or his/her family.

- Looked after children

Parents who wish to enrol their child in the Pre-School are invited to visit the setting to see for themselves what happens and to meet staff. Each family will be given an admissions pack which contains a prospectus, a selection of policies, a registration form, privacy notice, 'All about me' form, and information with regards to 2 year funding where applicable. As part of the registration process, the Preschool will need to see the child's birth certificate or if unavailable other documentation, i.e. passport, adoption certificate or NHS medical card. This will be used to evidence the child's date of birth and confirm they have reached an eligible age to attend Preschool setting and when appropriate access their free funding entitlements.

Details of funding and charges can be found in the Starfish charging policy.

The Preschool requires one months' notice (Fees and funding will be claimed up until this point) for any child whose parents wish them to leave the Preschool in order that any remaining funding can be transferred to the next setting. There can be no guarantee that another place will be available at a later date should the place be needed again. This will depend entirely upon demand for the Preschool sessions.