



# **Norbury Primary School and Nursery**

## **Admissions Policy**

**September 2022**

**Norbury Primary School and Nursery**

**Admission Policy 2022/23**

**As a Foundation school the Governing Body has responsibility for its own admissions.**

The admissions processes are co-ordinated by Shropshire Council, which is the Local Authority (LA) and we liaise closely with the Council on all admissions issues. If you would like your child to be admitted to Norbury Primary School and Nursery, please contact the Headteacher or School Business Manager, giving the name and date of birth of your child(ren). A list of pre-school children, whose parents/carers are interested in a future place, is kept at the school and contact will be made with parents/carers of all the children on this list at the appropriate time. Application should be made through Shropshire Council's website. [www.shropshire.gov.uk/schooladmissions](http://www.shropshire.gov.uk/schooladmissions) by the 15 January preceding the beginning of the academic year, in which, you wish your child to start school. All applications received by 15 January will be considered. Late applications will only be considered if there are special circumstances such as a house move or serious illness or bereavement in the family, or if there are still places after all other applications have been considered. Otherwise late applications will be placed on a waiting list and considered at a Waiting List/Review stage after the allocation stage.

Following the national allocation day in April of each year, the home local authority (Shropshire Council for Shropshire residents) will contact parents/carers to inform where a place has been allocated for their child. All schools have an admissions limit for each year group based on the admission number. Our present admissions number is 8. Where applications exceed the admission number, places will be allocated according to the following criteria in order of priority up to the point at which the admission number is reached.

Parents of a four-year old child can request that the date their child is admitted to school is deferred until later in the school year or until the child reaches compulsory school age. Parents, who opt to defer entry to the term after their child's 5<sup>th</sup> birthday, will not lose a Reception place which has already been allocated through the applications process. However, where a child's 5<sup>th</sup> birthday falls in the summer and parents wish to defer entry to the Autumn Term, the child would normally be required to join the school in Year 1, not Reception. In such cases, parents must apply separately for a Year 1 place, which could only be considered for allocation after the summer half-term holiday, by which time there might not be any places available in the year group. For further information with regards to deferring entry to school parents should contact the school or speak to the Local Authority Admissions Team. Please also see 'A Parent's Guide to Education in Shropshire'.

**Children who have a Statement of Special Educational Needs or Education and Health Care Plan (EHCP) which names Norbury Primary School and Nursery will be allocated places as per The School Admissions Code published by the DFE, after which, places are allocated according to an agreed set of criteria in strict order of priority;**

1. Children in Public Care, usually referred to as “looked after children”, which also includes children who were looked after but ceased to be so because they were adopted.
2. Children living in the designated catchment area and who have a sibling living at the same address and attending the school on the date they are due to start.
3. Other children living inside the designated catchment area and whose homes are nearest to the school.
4. Children living outside the catchment area and who have a sibling at the school on the day they are due to start and whose homes are nearest to the school.
5. Children of staff members at the school, where the following criteria is met:
  - a) the 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 which there is a demonstrable skill shortage.
6. Other children living outside the catchment area and whose homes are nearest to the school.
7. Children with medical or special circumstances. This will only be considered if parents can provide written medical evidence that Norbury Primary School and Nursery is essential to the medical well-being of their child. In such cases priority may be given above those children who qualify under priorities 2-5 above.

### **Definitions/Notes**

- For admission purposes all distances are measured as a straight line distance on a computerised mapping system between the home address and the nearest appropriate entrance gate of the relevant school by pinpointing their eastings and northings. The shortest distance being given highest priority. Where two addresses are within the same block of flats, the lowest number of flat nearest to the ground floor will be deemed to be the nearest in distance.
- A sibling connection is defined as a brother or sister, step-brother or step-sister, half-brother or half-sister, living at the same address as part of the same family unit and of compulsory school age (i.e. 5-16 years). Fostered and adopted siblings are also included. Older siblings must be attending the school on the date the younger sibling is due to start there. However, cousins or other relatives who take up residence in a home in order to establish an “in catchment area” address will not be given priority under the sibling criterion.
- In the case of twins or triplets from the same address the school will endeavour to admit both or all siblings.
- In the event that two applications are exactly the same after all the other criteria have been taken into account a tie breaker will be used. This will be by random allocation and overseen by an independent party not connected with the admissions process.

- Please note that a place with Norbury Foundation Class/Nursery does not guarantee a place with Reception Class, as any application will be reviewed as per the criteria quoted previously.

### **Notification and Appeals Process**

Parents will be notified of the decision on the allocation of places by letter from Shropshire Council's Admissions Team on behalf of the Governors. Should the admission be refused, parents may ask for a review, by writing to the Chair Person of the Governors at the school, who will refer the request to the Governors' Admissions Review Committee. This committee will not include the Headteacher and Chair Person. In the meantime the applicant's name will be included on a Waiting List in case any vacancies occur.

If the application is still unsuccessful, parents will have the right to pursue their case through an Independent Appeals Panel, which will be arranged by Shropshire Council. This procedure has been agreed with the Shropshire LA and is in accordance with the DFE Code of Practice on School Admissions Appeals. The form required for an Appeal can be obtained via the school or from Shropshire Council's Admissions Team.

Where the application for Reception was received after the appeals process had been completed or where applicants were still unsuccessful their names will be included the Waiting List which will be kept until the end of the first new school year. If a place then comes available the admissions criteria given above will be used to decide on priority for the place.

Where parents move into the school's catchment area at a time other than prior to the child starting in Reception, please arrange to visit the school. You will be informed if there are any places available in the child's year group. If there are then arrangements will be made for your child to start. If not then parents should follow the procedure set out in the above paragraph.

Late applicants will be informed as to whether there are any vacancies. If there are places then arrangements will be made for your child to start at the school. If there are no vacancies then parents may follow the procedures for unsuccessful applicants. We will signpost parents to the Shropshire Council's online publication "Parents' Guide" to Education in Shropshire". Please read this carefully as it contains important information about making a preference for primary schools and the need to consider making more than one preference, in case we cannot meet your preference for this school.

### **Foundation/Nursery Class**

The same admission criteria will apply to applications made to the nursery class.

Chair of Admissions Committee \_\_\_\_\_

Date:

Review Date: February 2022