

Admissions Policy



Bunwell Primary School

Approved by:	LGB	Date: September 2019
Last reviewed on:	September 2019	
Next review due by:	September 2021	

1 Introduction

1.1 The trustees of Co-operative Education East Academy Trust apply the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice.

2 Aims and objectives

2.1 We are an inclusive trust whose schools welcome children from all backgrounds and abilities.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3 How parents can apply for their child to be admitted to our school

3.1 Co-operative Education East is a Multi-Academy Trust and is therefore its own Admissions Authority. The regulations for entry to each of our schools are published each year and parents can receive a copy of these regulations directly from their school website. There are two different categories of admission, each of which are considered and processed in a different way.

4. Admission into the Early Years Foundation Stage - at the start of the academic year.

4.1 The Department for Education (DfE) Admissions Code 2014 requires that admissions into the Foundation Year Group (ie children starting at Primary School for the first time), at the beginning of an academic year, be co-ordinated by the Local Authority (LA) for all schools regardless of who is the Admission Authority. This is in order to provide a better service to parents and carers. This coordination involves a common application form and a common timetable as described in the 'co-ordinated schemes'.

4.2 The Local Authority gives lots of information for parents on the admission process, timetable and about how parents can apply for a place in the school of their choice.

4.3 Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in

itself, guarantee a place at this school. Application forms can be obtained from the School Admissions Service at the Local Authority and should be completed and submitted to the Local Authority by the primary school applications national closing date. The Local Authority notifies parents about the school place offered to their child on the national offer day for primary school places.

4.4 Children enter school at the start of the academic year in which they become five. There is one admission date per year, at the start of the school year. Therefore, parents who would like their child to be admitted to one of our schools during the year their child is five should ensure that they complete the necessary application form by the primary school applications national closing date.

4.5 Children whose statement of Special Educational Needs / Educational Health Care Plan names any of the schools within the Multi-Academy Trust, will be admitted.

5 In-Year Admissions

5.1 The responsibility to co-ordinate all admission applications outside the normal admissions rounds is co-ordinated by the Local Authority. Please refer to their website for up-to-date information about deadlines. Children will usually begin their new school at the start of the following term. However, the LA will consider flexibility to this approach in certain circumstances.

6 Admission appeals

6.1 If we do not offer a child a place at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

6.2 Parents have a legal right to appeal against a decision not to admit a child to a school within the Academy Trust. The Trust will be happy to provide information about this on request.

7 The standard number

7.1 The standard number is the number of children the school can accommodate. The standard number for our schools are shown in Appendix B. We keep this number under review and the Trustees will apply to change the number if circumstances allow.

8 Infant class size

8.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

9 Monitoring, Evaluation and Review

The Trustees will assess the implementation and effectiveness of this policy. The policy will be promoted and implemented throughout the Academy Trust.

This policy was adopted for full implementation in September 2017

This Policy will be reviewed by the Trustees on a 2-yearly cycle and must be signed by the Chair of Trust and Executive Director.

Policy Reviewed:	September 2019
Next Review:	September 2021
Signature of Chair of Trustees: P Bunn	

Appendix A - Admissions arrangements for First Admissions from September 2017 onwards.

Admission Arrangements for schools within the Co-operative Education East Academy Trust

Each school will accordingly admit up to their admission number in the relevant age group each year if sufficient applications are received. All applicants will be admitted if the admission number or fewer apply.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- (1) A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 71. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
- (2) Children with a sibling attending the school at the time of application, and living within the school's catchment area. Sibling is defined in these arrangements children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- (3) Children who live in the school's catchment area.
- (4) Children with a sibling attending the school at the time of application, and living outside the school's catchment area. Sibling is defined in these arrangements children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
- (5) Children with a parent that works at the school (who has been employed for at least 2 years at the time of application)
- (6) Children that live outside the catchment area of the school.

In the event of the school being oversubscribed (in relation to any of the above criteria) priority for admission will be given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school.

Appendix B

Planned Admission Numbers and Standard Numbers for schools within the Co-operative Education East Academy Trust.

School	Planned Admission Number	Standard Number
Norfolk Hub	-	-
Banham Primary	15	120
Bunwell Primary	15	120
Thompson Primary	15	120