



Heacham Junior School

Admissions Policy

Reviewed by:

Approved date:

Next Review Date:



Heacham Junior School

ADMISSIONS POLICY

'Love of Learning, Bright Futures, Happy Memories'

Heacham Junior School admits children from 7 – 11 years of age.

The intake level is 30 children in each year group.

Aims

We aim to:

- Make the transition from Infant and/or Primary to Junior School a smooth, happy experience, where children feel confident and secure.
- Enable staff to plan for the smooth running of the whole class throughout the year.

General Admissions

- Children will be admitted, having attained 7 years of age without reference to aptitude or ability.

Admission criteria in the event of over subscription

In the event of over-subscription preference will be given to children living nearer to the school according to the following criteria, in order of priority:

1. Children with an Education and Health Care Plan naming the school.
2. Children in public care or who have been in care and who live in the area served by the school.
3. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission.
4. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission.

In the event of over-subscription, children with and EHCP or who have been in care or are in care will not be refused admission or given lower priority than other applicants.

Relationship to other policies

This policy should be read in conjunction with the policies on equality, SEND, LAC and the curriculum. It should be reviewed annually.

Roles and responsibilities of Head Teacher, other staff, governors

The Head Teacher will ensure that:

- Pupils are admitted only in accordance with this policy.
- The school is represented on the Local Authority 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 parents'/carers' 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.

Review

The policy will be reviewed annually.