



West Norfolk Academies Trust

Heacham Junior School \* Heacham Infant and Nursery School \* Snettisham Primary

*"Learning together to explore, discover, succeed and grow – love of learning, bright and happy futures"*

## Admissions Policy

Heacham Infant and Nursery School



Together we explore, discover, achieve and grow

<i>Reviewed</i>	<i>Next Review Date</i>
<b>September 2020</b>	<b>September 2021</b>

Signature: .....Headteacher

Date: 17/12/20

Signature: .....Chair of Governors

Date: 17/12/20



## ADMISSIONS PROCEDURES

At Heacham Infant School we have a maintained nursery for 52 places, 26 in the morning and 26 in the afternoon. We have 120 spaces from Reception to Year Two and have an admissions number set at 40 pupils for each cohort. We welcome all pupils to our school and hope to give every child in our community a place where they can thrive and learn.

### Nursery Admissions

We choose to follow the county guidance for good practice in Nursery Admissions and accept children the term after their third birthday. We can organise our own admissions into Nursery and take registration forms so families can register interest before the children start with us. We then allocate spaces every term using the same criteria set out below. We aim to contact families six weeks before their children start school so home visits and settling sessions can be arranged. We offer 15 hours of free education every week for each child with the opportunity for families to buy additional sessions and lunches.

### Reception - Year Two Admissions

Currently our local authority organise our admissions for Reception, Year One and Two and should be contacted for an admissions form on these link. We welcome visits from families and hope to be able to offer a space but cannot admit pupils to our school ourselves.

### Information

[http://www.norfolk.gov.uk/Childrens\\_services/Schools/School\\_admissions/index.htm](http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions/index.htm)

### In Year Admissions

<http://www.norfolk.gov.uk/view/NCC112100>

### Admissions to Reception Class 13-14

<http://www.norfolk.gov.uk/view/NCC112259>

When places are oversubscribed the following criteria are applied and places allocated to:

1. Children with a statement of special educational identifying our school and/ or children in public care.
2. Children who are living in the area served by the school and nursery and who have a brother or sister attending the school.
3. Children living in the area served by the school and nursery.
4. Children living outside the area served by the school and nursery and who have a brother or sister attending the school.
5. Children living outside the area served by the school and nursery.

If all children cannot be offered a place using the above criteria, the highest priority in each category will be given to the children living nearest the school. This distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

