

# GRESHAM VILLAGE SCHOOL AND NURSERY



*Preparation for life's journey*

## ADMISSIONS POLICY

Updated: September 2023

Review: Annually

Next Review: July 2024

Owner: Marc Goodliffe and Julie Hemp

# Admissions Policy (Primary) 2023-24

## INTRODUCTION

Gresham Village School and Nursery is part of the Synergy Multi-Academy Trust and adopts the Norfolk Admission Arrangements which can be found at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>.

Gresham Village School and Nursery (age range 3- 11) has the following catchment area: Gresham, Aylmerton, East Beckham, Bessingham, Sustead, Metton and Felbrigg.

We have additional admission arrangements for our Nursery and these are contained in our School Nursery Admissions and Charging Policy that can be found on our website.

## PURPOSE OF THE POLICY

The Admissions Policy will:

- Reflect and sustain the values of the Synergy Multi-Academy Trust,
- Promote equal opportunities and inclusivity,
- Ensure all applicants for admission are treated equitably,
- Meet legal obligations and duties,
- Acknowledge the community nature of the Trust.

## PURPOSE OF THE PROCESS

The process for admissions is designed so that:

- It is clear and transparent,
- Parents find it easy to work with and feel supported through it,
- Parental confidence in the Trust is enhanced,
- It best meets the aspirations of parents,
- The admissions process is completed efficiently,
- Offers are focused on those who genuinely want a place,
- Liaison with all authorities is effective,
- It encourages admission at each point of entry.

## THE ADMISSIONS PROCESS

The school determines their Planned Admission Number (PAN) in the Autumn Term for admission offers made in the spring, 18 months later. The figure set will not be for the Multi Academy Trust as a whole, but for each school within it.

## NUMBER OF PLACES AND ENTRY TO SCHOOL

Pupils at Gresham are admitted to Reception in September of the academic year that they are 5 years old. The PAN for 2023-24 at Gresham Village is 30.

Our school reserves the right to make offers above the PAN if this is considered necessary to more effectively meet parental preferences.

## **OVER SUBSCRIPTION**

Where applications exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked after and previously looked after children: a looked after child is a child who is in the care of a Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children Act 1989). Previously looked after children are those who were looked-after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Children with SEND and medical needs for whom advice from a medical practitioner or psychologist has been provided in support of admission to the school.
3. Children living in the school catchment areas (see above).
4. Children from other parishes with brothers and sisters already attending the school.
5. Children currently attending Gresham Village School Nursery
6. Children from other parishes

If there are more applications than places, then places will be offered in the order above, then on the basis of distance from the school measured using an Ordnance Survey address point system which measures straight line distances in miles from the School to the place of residence.

- Late applicants will be considered after offers have been made using the above criteria.
- The admissions criteria apply regardless of the Local Authority area in which pupils live. If a child lives at more than one address full details of the arrangements must be included on the application form to enable Governors to decide which address to use for admission purposes.
- If the School/Trust is named in a Statement of Educational Needs/Education, Health & Care Plan (EHCP), and the Governors and Headteacher feel that the school is able to provide for the child's needs, the child will be admitted to the school as required.
- Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.
- The Trust will meet in full the requirements of the School Admissions Code which can be found at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>.
- The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.
- In matters relating to admissions, parents can get advice from the website of the Admissions Teams of the relevant Authority (at Norfolk County Council: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) or [0344 800 8020](tel:03448008020)). The Department of Education also provides a range of information on its website : [www.dfe.gov.uk](http://www.dfe.gov.uk)
- Objections to the Admissions Policy will be considered by the Schools Adjudicator on behalf of the Secretary of State. The Academy Trust will abide by any decisions made.

- The Academy Trust will take part in any mandatory Admissions Forum set up by the Local Authority (LA) in which it is situated and have regard to its advice, and will participate fully in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.

## **SCHEDULE AND PROCESS FOR ADMISSION**

### **Schedule for Admission to Year R at Gresham Village in September 2024**

#### **September 2023 – Applications Open**

Information is made available for parents by Norfolk County Council, inviting a parental statement of preference of Primary School. Parents are able to choose up to 3 preferences. Parents should apply on-line but hard copies of applications are available from the school upon request. The 'Parents' Guide to Admissions to Schools in Norfolk' gives full details of the process and can be found on the Norfolk County Council website.

Parents are able to apply online via the Norfolk County Council website. Applications open from 25<sup>th</sup> September.

#### **January 2024 – Applications Close**

Deadline for applications is 15<sup>th</sup> January 2024.

#### **April 2024**

National Offer Day – 16<sup>th</sup> April 2024.

The Authority advises parents whether their application has been successful and informs unsuccessful applicants of their right of appeal. Parents who do not initially receive an offer are advised always to lodge an appeal and are automatically included on a waiting list. Places will be allocated as they become available using the same criteria as for the initial allocations.

#### **May 2024 – Appeals Close**

Appeals closing date: 14 May 2024

Mini admission round to consider changes: 20 May 2024

#### **June 2024 – Appeals Hearings**

Appeals hearings: June/July 2024

Waiting lists maintained until: 31 December 2024

## **APPLICATION FOR PLACES AT OUR SCHOOLS OTHER THAN FIRST ADMISSION TO SCHOOLS**

In the first instance, please contact the school so we are aware that you are considering making an application. We will arrange a visit, so you are able to look round the school. Applications for places then need to be made through the Local Authority using the information below.

[admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) or 0344 800 8020