

Review Date:

July 2016

Approved by Governing Body Date:

July 2016

Next Review Date:

July 2018

Bluebell Primary School First Admissions to School Policy



“To give every child the skills and self-belief to succeed”

Aim High and Respond
to Challenge

Celebrate and Develop
Independence



Love learning and
Understand Life

Take Care, of Self and
Others

First Admissions to School Policy

Bluebell Primary is a Community School, the Local Authority is the admission authority and the policy for First Admission to Primary Community schools is as follows:

By law, children must start statutory education full-time at the beginning of the term following their fifth birthday. All parents of children born between 1 September and 31 August must be offered a full time place from the September before their child turns 5. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full time basis during the academic year and no later than the beginning of the term after their fifth birthday.

First admissions at Bluebell Primary School.

Bluebell Primary School offers all children the option of attending fulltime from September. However we also offer the option of five part-time sessions each week throughout the autumn term. The times of these sessions will be as follows: 8.55 am –12 noon each day

The school offers this because some children are not ready for a full day at school in the Autumn Term. For these children it may be better to give them time to settle and adapt to new surroundings, structure and routines. Those children who are part time will also be offered occasional opportunities to stay for lunch in order to gradually build up their experiences, leading to full time from January.

In particular circumstances where children have specific needs, and at the discretion of the Headteacher, parents may request a more flexible approach.

When do I make the decision between full or part time attendance?

We will ask all parents and carers their choice of full or part time attendance during the summer term prior to entry. Parents/carers commit to this attendance pattern for all of the Autumn Term until the Spring Term when all Reception children may start full time under local admission arrangements.

At Bluebell Primary School, we feel that children settle into school more quickly if they get to know the school environment and staff in small groups. The children will be given the opportunity to visit the school in the summer term prior to their admission. During the first two weeks of the autumn term children will attend in smaller groups prior to the whole class being in together. These dates and times will be shared with parents at the meeting during the Summer term prior to their starting.

Can my child start school earlier?

Your child cannot start earlier than the policy allows.

Can my child start school later?

The law allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year or to start on a part time basis. The effect of this is that the place is held and cannot be offered to another child. However, for a place to be held, admission can only be delayed within the academic year. This means the admission must take place by the end of the summer term. Places cannot be held until the following autumn term for those children who are five during the preceding summer term. By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.

Oversubscription rules for first admission to community schools

If there are more applications for places than there are places available, the Local Authority will give preference to children living nearest the school according to the following criteria in this order of priority:

- Have a statement of special educational needs naming that school are in public care or have been adopted
- Live in the area served by the school and who have a sibling attending the school at the time of their admission
- Live in the area served by the school who have a brother or sister attending the feeder junior school
- Have a disability and live in the area served by the school (Appropriate - 58 Refer to "Parents Guide to Admissions to school in Norfolk 2016" for full information professional evidence will be required to confirm the disability)
- Live in the area served by the school
- Have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
- Live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission
- Live outside the area served by the school who have a brother or sister attending the school at the time of their admission
- Live outside the area served by the school who have a brother or sister attending the feeder junior school
- Have a disability and live outside the area served by the school (Appropriate professional evidence will be required to confirm the disability)
- Live outside the area served by the school

- Children with a statement of Special Educational Needs naming that school
- Children in public care who live in the area served by the school
- Children who live within the catchment area and have a brother or sister attending the school at the time of their admission
- Children who live within the catchment area and have a brother or sister attending the adjoining junior school at the time of their admission
- Children who live within the catchment area and have no brother or sister attending the school or adjoining middle/junior school at the time of their admission
- Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission

You will need to decide which schools you prefer by filling in an application form available from the Local Authority. You can state up to three preferences and all forms must be sent direct to the Authority who co-ordinate the process by 31st December in the year prior to admission. You may also apply on-line by going to www.admissionsonline.norfolk.gov.uk
The Authority will tell you if your child has a place at your preferred school in a letter sent toward the end of April, or by email if you applied on-line.

It is very helpful to us if you can contact the office (01603 452196) and let us know that you have applied for a place at our school.
We welcome visits, by appointment, to our school prior to making your decision about which is the right school for your child.

If you have any queries about the admissions process please contact Norfolk County Council Children's Services on 01603 222146.

In Year Admissions

These are also coordinated by Norfolk County Council. Please contact them:

Admissions
Room 7
County Hall
Martineau Lane
Norwich
NR1 2DH
Telephone: 0344 800 8001
Fax: 01603 223722
Email: admissions@norfolk.gov.uk

You will need to fill in an [In Year Primary Application Form](#)

Nursery admissions

Nursery admissions are coordinated by the school, if you wish to place your child's name down for a place in our Nursery please contact the school office. Children start in Nursery from the term after they have turned 3. There can be up to three intakes during an academic year, however, this only applies if there are places available.

Children are admitted into Nursery following the criteria that is used by the Local Authority to decide first admissions into schools.

Nursery places are based on sessions and children attend for either 5 mornings each week from 8.45 to 11.45 or for 5 afternoons each week from 12.15 to 15.15.

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