

# **The Yare Education Trust Admissions Policy (Primary)**

## **Covering:**

- **Bluebell Primary School**
- **Dussindale Primary School**
- **Hemblington Primary School**
- **Hillside Avenue Primary and Nursery School**
- **North Walsham Infant School**
- **North Walsham Junior School**

**For admissions in September 2021**



**THE  
YARE EDUCATION  
TRUST**

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## 1. Schools

### **Bluebell Primary School**

Published Admission Number: 30

Address: Lovelace Road  
Norwich  
Norfolk  
NR4 7DS

Telephone: 01603 452196  
Website: [www.bluebell.norfolk.sch.uk](http://www.bluebell.norfolk.sch.uk)

### **Dussindale Primary School**

Published Admission Number: 60

Address: Vane Close  
Thorpe St Andrew  
Norwich  
Norfolk  
NR7 0US

Telephone: 01603 436180  
Website: [www.dussindaleprimary.co.uk](http://www.dussindaleprimary.co.uk)

### **Hemblington Primary School**

Published Admission Number: 28

Address: Mill Road  
Blofield Heath  
Norwich  
Norfolk  
NR13 4QJ

Telephone: 01603 713243  
Website: [www.hemblingtonprimaryschool.org.uk](http://www.hemblingtonprimaryschool.org.uk)

### **Hillside Avenue Primary and Nursery School**

Published Admission Number: 60

Address: Hillside Avenue  
Thorpe St Andrew  
Norwich  
Norfolk  
NR7 0QW

Telephone: 01603 433453  
Website: [www.hillsideavenue.org](http://www.hillsideavenue.org)

## **North Walsham Infant School and North Walsham Junior School**

Published Admission Numbers: Infant School - 90

Junior School - 90

Address: Manor Road  
North Walsham  
Norfolk  
NR28 9HG

Telephone: 01692 403013

Website: [www.nwjun-infsfed.com](http://www.nwjun-infsfed.com)

## **2. Introduction**

All Yare Education Trust schools are part of the Norfolk County Council in-year coordination scheme.

Further information (including the In-Year Coordination Scheme) can be found at:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements>

The Trust will admit children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) naming the school.

Should the school receive more applications than the published admission number, the following over subscription criteria will be used, in the order shown, to decide which children are admitted:

### **Over Subscription Criteria**

1. Children who are looked after or previously looked after or who have been adopted from public care (see definition on page 3).
2. Children who live in the area served by the school and who have a sibling attending the school at the time of their admission.
3. Children who have a social or medical reason for needing to attend the school in question and who live in the area served by the school (evidence of this need in the form of a letter from a doctor or social worker will be required).
4. Other children who live in the area served by the school.
5. Children who live outside the area served by the school who have a sibling with a statement of special educational needs attending the school at the time of their admission.
6. Children who live outside the area served by the school who have a sibling attending the school at the time of their admission.
7. Other children who live outside the area served by the school.

If oversubscription occurs under any of the criteria, the highest priority will be given to children living nearest to the school. To determine who lives nearest, distance will be measured on a straight line 'crow-fly' basis, using Ordnance Survey data. If following the application of admission rules and distance two applicants cannot be separated for a final place at a school, the Trust will use random allocation to determine the priority for the remaining place.

Late applications (those arriving after the published closing date) will only be considered after all other applications have been processed.

### 3. Information on Oversubscription Criteria

The following information and definitions apply to all schools in The Yare Education Trust.

#### The area served by the school:

Advice on the catchment area can be found by:

- Viewing [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk) and click on school catchment. This is the most detailed information.
- Telephoning 0344 800 8020.

#### Distance

Distance will be measured on a straight line 'crow-fly' basis using Ordnance Survey data. The measurement will be taken from the post office postcode address point on the child's home to the post office postcode address point on the school.

#### Looked After Children or Children in Public Care

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) at the time of making an application to a school. 'Children in public care' and 'looked after children' are defined as looked after children and previously looked after children. Previously looked after children are children who were looked after and ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.

#### Siblings

When we use the oversubscription rules, 'siblings' means; brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit.

For the purposes of applying oversubscription criteria which give priority to siblings, the following are regarded as one school:

- Bluebell Primary
- Hillside Avenue Primary and Nursery
- North Walsham Infant
- North Walsham Junior

#### Education Health and Care Plans (EHCP) / Statements of Special Educational Needs

Where a child's EHCP or Statement of Special Educational Needs names a specific school, the school must admit the child regardless of whether the school has a place available.

#### Random Allocation

Where random allocation is used to determine the allocation of school places, applicants will have their names drawn by lots to see who should be offered the place(s). There will be an independent scrutiny of the random allocation.

#### Deferred and Part-Time Admissions

Children will be offered a full time place in a Reception class from the September of the academic year in which they turn five years old. All parents/carers 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 on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

If parent/carers defer their child's admission, 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 summer term. Places cannot be held until the following autumn term for those children who are five during the preceding summer term.

A part-time place will be five sessions of three hours per week. Each school will decide the days and times of the sessions that can be offered.

#### Admission of Children Outside their Normal Age Group

Parents/Carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents'/carers' views; information about their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group. Also taken into account will be the views of the Headteacher of the school. In order to seek admission outside a child's normal age group, parents should contact the school as soon as possible. When informing a parent of the decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

Where there is agreement to a parental request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (for example the age group to which pupils are normally admitted to the school) the Trust will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. Parents/Carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

#### Bluebell Primary Specialist Resource Base (SRB)

The Local Authority Admission Panel meets every term to agree any admissions to the school's SRB. The school does not make these decisions.

## 4. Nursery Class Admissions

Admissions to nursery places is managed by the Trust via applications to the individual school. Parents/Carers are invited to place their child's name on the waiting list held in the school office, after their second birthday.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the free entitlements. A copy will not be retained, but may be requested again at a later date.

All three and four year olds are currently entitled to 15 hours free early learning and childcare per week rising to 30 hours for eligible parents/carers, for 38 weeks per year during term time.

#### Bluebell Nursery

At Bluebell we are able to offer a minimum of one session a week of three hours up to a maximum of five, three hour sessions a week (15 hours).

Parents are required to complete an Early Years Funding form to allow us to claim funding for their child's attendance at Nursery.

Applications are requested by the end of March for September admission, the end of September for January admission and the end of January for admissions after Easter. Nursery hours are as follows:

Monday: 12.20pm - 3.20pm

Tuesday: 12.20pm - 3.20pm

Wednesday: 12.20pm - 3.20pm

Thursday: 12.20pm - 3.20pm

Friday: 12.20pm - 3.20pm

To support smooth transition into Nursery classes, the school will contact all parents/carers prior to the admission date offering a home visit, a meeting with staff and a chance to visit the Nursery.

### Hillside Avenue Nursery

At Hillside we are able to offer a minimum of one, three hour session per week (three hours) and a maximum of ten, three hours sessions a week (30 hours). Parents may request any combination of morning, afternoon and full day sessions they wish and we will do our best to accommodate these requests.

Parents are required to complete an Early Years Funding form to allow us to claim funding for their child's attendance at Nursery.

Applications are requested by the end of March for September admission, the end of September for January admission and the end of January for admissions after Easter. Nursery hours are as follows:

Monday: 8.30am - 11.30am or 12.30pm - 3.30pm

Tuesday: 8.30am - 11.30am or 12.30pm - 3.30pm

Wednesday: 8.30am - 11.30am or 12.30pm - 3.30pm

Thursday: 8.30am - 11.30am or 12.30pm - 3.30pm

Friday: 8.30am - 11.30am or 12.30pm - 3.30pm

## 5. The Right of Appeal

### Admission Appeals

If the request is refused parents/carers have the right of appeal to an independent panel. Appeals are heard by school admission appeals panels which act independently of the Trust. If the preference is refused, information about how to appeal will be sent to parents/carers with a refusal letter. Please refer to Appendix 1.

Parents/Carers will be advised in reasonable time when and where the appeal will be heard. At least seven working days before the appeal parents/carers will be sent a written summary of the case for refusing their child a place. Parents/Carers are encouraged to attend the appeal in person. The appeal will be heard in private and if parents/carers wish they may bring a friend, relative or representative. It is for the parent to decide if they would like to bring their child to the hearing. If parents/carers do not attend the appeal hearing, a written appeal case will still be considered by the panel.

At the hearing there will be three panel members who make the decision and a clerk who will record the proceedings and advise on law and procedure. The Trust will also be represented and will give the reasons for not meeting the preference. Parents/Carers will be given the opportunity to explain to the panel the reasons why they wish for their child to attend the school.

The panel will firstly decide whether the admission authority has shown why it cannot admit more children and if so, will go on to consider all the points parents/carers have made. The panel's decision is based on balancing the needs of the child against the effect of admitting another child. Wherever possible parents/carers will be told the decision by telephone by the next working day and a letter will be sent within seven days explaining the decision and reasons for it.

All admission appeals panels act independently and their decisions are binding on everyone. There is no further right of appeal to the panel for a place in the same academic year unless there is a significant change in circumstances. This would include a new medical problem or a house move where this was not known about and considered at the original appeal hearing.

The Local Government Ombudsman can investigate complaints of maladministration. Parents/Carers will be given further details about this if the appeal is unsuccessful. Parents/Carers should complain to the Ombudsman within twelve months of when they first knew about the matter they wished to complain about.

## 6. Further Guidance for Parents/Carers

### *When must I decide which school I would prefer my child to attend?*

The Trust will co-ordinate the application process with Norfolk Local Authority so that all application dates are the same. You might find it helpful to visit the school(s) before you apply. Many schools hold open evenings for parents/carers. Details on these can be obtained from the schools or from notices which some schools publish locally. If a school does not have an open evening you can get more information by contacting the Headteacher at the school. You must return your application to us by the closing date specified in the appropriate timetable.

### *How Do I Apply?*

You can apply online during the three transfer rounds at:

[www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk) or complete a paper application available from [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions) or by requesting a copy from Customer Services on 0344 800 8020.

There are a number of advantages to applying online:

- It is quick, safe and secure.
- Your application will be confirmed electronically.
- You will be able to view the application at any stage.
- You will be able to find out which school your child has been offered the afternoon on offer day.

**Remember, free access to the internet is available at all Norfolk libraries.**

### *What happens if I apply after the closing date?*

If your application is late we will still consider it but it will be given a lower priority than all preferences received by the closing date. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

### *If my child attends a nursery class, do I need to apply again for a place in Reception?*

Yes - by law you must apply for a Reception place even if you want a place at the same school.

*Does attending a nursery guarantee a place at the attached school?*

No - attendance at a nursery does not guarantee or give any priority for a place in Reception even if the nursery is attached to the main school.

*What happens if parents/carers live at separate addresses?*

Where a child lives with separated parents/carers who have shared responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expect evidence to support this at the time of application. In cases where the child spends an equal proportion of the week with both parents/carers, evidence of the main contact address and which parent receives the child benefit will be required to support the application. If neither parent is in receipt of child benefit, then we will use the address that the child is registered under at their GP surgery.

*Can each parent make an application for their child's school place?*

We expect one application per child. If more than one application is received only one will be processed. If more than one parent has parental responsibility, we are not required to obtain the agreement of both parents/carers before processing an application.

*What happens if parents/carers cannot agree on which school their child should attend?*

We can only offer one school place to each child so we are unable to process applications where there is a conflict between parents/carers as to which school their child should attend. Where we receive different preferences from parents/carers we will firstly write to the parents/carers and explain that we cannot process the application until agreement is reached. In the transfer rounds if agreement is not reached by the latest date for consideration of "late applications", all preferences will be frozen and a place will be offered at the nearest school to the child's home address with places available. We will require evidence of parental agreement in the form of written confirmation from each parent confirming their agreement or a Court Order.

For in year admissions we will expect the child to stay at their current school until there is agreement by both of the parents/carers in writing as to which school the child should attend or an Order is made by the Court. Where we have already offered a place and we are later informed of a dispute between parents/carers we will withdraw the place offered and freeze the application until there is agreement between the parents/carers or a Court Order unless the child has already started at the new school.

*What if I move house after I have applied for a school place?*

If you move after you have stated your preference, you must inform us. If it is after the closing date it may not always be possible to get a place at the local school for your new address. Let us know as soon as possible when you think you will be moving. You will need to provide evidence of the new address. We cannot take your new address into account until we have received evidence that your child lives at the new address. Even though you may know that you are moving to a new address in the future we cannot take this into account until your child is living there.

*What if I move out of the catchment area for the school I have applied for before the offer letter is sent out?*

You must notify us of any change of address as soon as you can as we must use your current address. If you are no longer living in your original home address at the date places are allocated and only tell us of your move after offer day we may have to withdraw the place.

### *Verification of Addresses*

The local authority is concerned that the “permanent addresses” given by some parents/carers may not be genuine, or is temporary for the specific purpose of securing a place at a particular school. The local authority is concerned to ensure that parents/carers who provide misleading or fraudulent information for admission do not deprive other children of their rightful school place.

**Any parent who has obtained a place using a fraudulent address will have the place withdrawn. If the fraudulent address is discovered after their child starts school, the place will still be withdrawn and the child will be asked to leave the school.**

### *Can I change my preferences after I have sent the form in?*

If you wish to change the order of your preferences after completing your application, you must email or write to us with your changes. You need to be aware that if you change your preferences after the closing date these will have a lower priority than those preferences received on time. You can only express three preferences in total.

### *Special Educational Needs and Disabilities (SEND)*

Please refer to the SEND Policy and Single Equality Plan (on the individual school’s website) concerning the SEND Support on offer to children and how we support families to choose the right setting for their child with SEND.

### *Equality Impact Statement*

We have considered the positive or negative impact this policy may have and its potential to cause unlawful direct or indirect discrimination, or whether any opportunities to promote equality have been missed. During the consultations for this policy we have considered the duty to promote equality of opportunity and good relations.

**Appendix 1**

**FURTHER INFORMATION IN SUPPORT OF AN APPEAL**

(PLEASE COMPLETE THE FIRST PART OF THIS FORM IN BLOCK CAPITAL LETTERS USING BLACK INK)

FULL NAME OF CHILD	
DATE OF BIRTH	
NAME OF PARENT(S)	
ADDRESS	
CONTACT TELEPHONE	
CONTACT EMAIL	
CURRENT SCHOOL	
ALLOCATED SCHOOL	
PREFERRED SCHOOL	

I have given notice of my intention to appeal against the decision of the Governing Board not to comply with my wish for my child to attend my preferred school stated above. The reasons for my appeal are detailed below. I certify the details on this form are an accurate account of this child's current situation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please detail below your reasons for your appeal. You may use or attach separate sheets if required.

My reasons for appeal are:

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**Continue overleaf as necessary**

