



# WELLS-NEXT-THE SEA PRIMARY & NURSERY SCHOOL

## Admission Policy

### Approval

Inspected and approved by Full Governing body on:

Date....30<sup>th</sup> January 2023

Signed by Chair of Governors: C Beek

Review Date: 31<sup>st</sup> January 2024

# **WELLS NEXT THE SEA PRIMARY & NURSERY SCHOOL**

## **ADMISSION POLICY**

### **AIMS**

- To provide clear objective criteria for admissions, to comply with Norfolk Children Services' guidelines, and to seek to ensure that parents and the school liaise together for the benefit of the children.
- To ensure that if there are not enough places at the school in particular year groups, that the school is consistent in dealing with parents who express a preference for Wells Primary and Nursery School

### **CRITERIA**

- Wells Primary and Nursery School has an admission number of 30 per year.
- The area served by the school is: Wells-Next-The-Sea, Holkham, New Holkham, Stifkey, Warham and Wighton, a parent of a child who lives outside of these areas may apply to the local authority for a place for their child at the school.

### **NURSERY**

Applications for a place in our Nursery class should be made to the school. Children can attend our Nursery class from the term after they turn three years of age.

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.

The Nursery is open from 8.30 – 3.00pm. The day can be broken down into all day care, am session 8.30-11.30 and afternoon session 12.00-3.00pm –the lunch session (there is a charge for this) is from 11.30 – 12.00. 15/30 hours per week children are able to take up their full entitlement to a free place at times that best support their learning and development, and that we will work with parents to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours. Early Education is offered within the national parameters and funding can be split across two settings and we work closely with the full day care provision on site.

Our complaints policy is available via our website and upon request. Where parents/carers are not satisfied that their child is receiving the free entitlement in the correct way, a complaint can be submitted directly to Mrs Rachel Stroulger – Headteacher.

Applications to attain a place in the Reception Class need to be made separately.

### **RECEPTION**

Children are admitted to Reception classes to attend full time from September each year. Children start school at the beginning of the Autumn Term before their fifth birthday.

All applications are processed through Pupil Admissions at Norfolk Children's Services at County Hall, Norwich. Details of the application process are published by the Admissions Team early in each autumn term in preparation for children to start school the following September.

The Governors do not wish any class in the school to have more than 30 pupils, as they believe large classes are likely to result in less effective education for the children.

If there are more applications than places available, preference will be given to children living nearest to the school in this order of priority:

1. Children with an Education, Health and Care Plan naming the school.
2. Children in public care who are due to start school and live in the area served by the school.
3. Children who are due to start school, are living in the area served by the school and who have a brother or sister already attending the school at the time of their admission.
4. Other children due to start school and who are living within the area served by the school.
5. Children who are due to start school, living outside the area served by the school, who have a brother or sister attending the school at the time of their admission.
6. Children who are due to start school, living outside the area served by the school, who have no brother or sister at the school.
7. Children of staff where the member of staff has been employed by the Wensum Trust for two or more years at the time at which the application for admission to the school is made.

In the event of an unsuccessful application to the school parent/carers may appeal against the decision.

## **PROCEDURES FOR ADMISSION**

Parents/ carers of children joining reception are invited to a welcome meeting to meet staff, receive key documents such as the school prospectus and ask any questions. All parents are strongly encouraged to attend these meetings as they ensure that a child's education at Wells Primary and Nursery School can get off to a good start.

## **IN-YEAR ADMISSIONS**

The school welcomes a number of older children over the course of the year, keeping to a reasonable number of pupils per year group. Parents considering enrolling their children are invited to visit the school at any mutually convenient time. Appointments may be made by telephone, letter or by calling in at school. Admissions should then be dealt with through Norfolk Children's Services at County Hall, Norwich.

## **TRANSFER BETWEEN SCHOOLS**

Parents are entitled to transfer their children to alternative schools during the year. They should ensure that this is in the child's best interests. Norfolk Children's Services uses a common transfer form, which can be obtained from the school office.

## **SEND**

Please refer to the SEND/inclusion policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND. We aim to identify all children that may attract any additional funding such as EYPP, PPG, DAF SEND inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes.