



Flourish FEDERATION

Believe, Achieve, Belong



Admissions policy

The Flourish Federation Vision

To inspire everyone to flourish, grow and learn in a safe and spiritually rich environment.

Built on the strong foundations of Matthew 7:24

Everyone then who hears these words of mine and does them will be like a wise man who built his house on the rock.

Our Federation's vision, ethos and Christian values underpin and thread through every aspect of our work across our Federation. Our work helps us on our collective journey to achieve our vision for all in our Federation community.

This policy was ratified by Flourish Federation Governing Body on:	28 Nov 2023
This policy will be reviewed by Flourish Federation Governing Body on: (unless earlier review is required to adhere to statutory requirements/changes in procedure)	NOV 2024
Policy Version:	V
Signed by the Chair of Governors:	
Signed by the Executive Headteacher:	

Our Values



We seek to be an inclusive federation, welcoming children from all backgrounds and of all abilities and we reflect this in our admissions policy. A child's level of achievement or specific needs are not a barrier to admission to the schools.

Once a place has been offered, we will seek to discuss children and their individual needs with parents before they are admitted to the federation and seek to make any reasonable adjustments to accommodate all children.

We seek to follow all relevant legislation regarding admissions, including in the setting and application of our over-subscription criteria.

We believe that ideally each child should be admitted to the school of their parents' choice. However, the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class.

The Published Admissions Number for the Reception Year in All Saints Stibbard CEVA Primary school and nursery is 30.

The Published Admissions Number for the Reception Year in North Elmham CEVA Primary school and nursery is 15.

The federation will not usually admit children into classes if their admission would cause the class size to increase above legal or practical limits, or the Published Admissions Number to be breached.

1. First Admissions for 2024-25

Children enter school at the start of the school year in which they become five, so children born between 1 September 2019 and 31 August 2020 will begin school in September 2024. A fulltime place will be offered from September for all children as detailed in the School Admissions Code 2021, paragraph 2.17.

Deferment

Where parents are offered a place for their child in the Reception Year, the law allows them to either to take up the offer full-time in September or ask to take up the offer part-time or defer entry. If a parent wishes to defer entry to later in the year the place will be held open until the child starts school. However, parents must take up the full-time place no later than the beginning of the term after the child's fifth birthday and must in any case take up the place before the end of the school year for which the original application was accepted.

Parents are responsible for contacting the Headteacher to discuss deferring the place.

It is expected that children will be admitted only at the beginning of term unless there are exceptional circumstances.

For children born between 1 April and 31 August 2020 ('summer born children'), admission may only be deferred until April 2025. Parents with children born between these dates would not be breaking the law by not admitting them to school until September 2025, but schools may not keep places open for the whole of the reception year until September 2025. Such parents would need to re-apply for a place from September 2024.

For summer born children parents have the right to request consideration for their child to be admitted to reception class in September 2025. Admission authorities will consider requests to defer admission in accordance with the School Admissions Code 2021, paragraphs 2.17 and 2.18.

2. How parents can apply for their child to be admitted to the Reception Class of our federation

Parents can apply online or by using a paper-based application form.

Completed paper application forms should be returned to
The Admissions Team, Children's Services, Norfolk County Council, County Hall, Martineau Lane,
Norwich, NR1 2DH

Parents can apply online, and find further information, at:
Norfolk – <https://www.norfolk.gov.uk/admissions>

Applications for Reception Class admission September 2024 to August 2025 (i.e. for children born 1 September 2019 to 31 August 2020) must be received by Norfolk County Council by 15 January 2024. Second and late applications will be considered according to criteria and dates set out on Norfolk County Councils' admission's web pages (links above).

Applications are processed by Norfolk County Council and decision letters are sent to all applicants on 16 April 2024 (or next working day).

3. Admissions oversubscription criteria

A child who has an Education Health and Care Plan naming the school is required to be admitted.

Where a school is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order of priority.

1. Looked after children (children in care) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)
2. Siblings of children already at the school living in the catchment area [for the definition of sibling and catchment area refer to items 2 and 3 in the *definitions* section of the Appendix 1]
3. Residence within the catchment area of the school [for explanation of resident refer to item 2 in the *clarifications* section of Appendix 1. For explanation of catchment area refer to item 3 in the *definitions* section of Appendix 1].
4. Siblings of children already at the school living out of catchment [for definition of sibling and catchment area refer to items 2 and 3 in *definitions* section of Appendix 1].
5. Children living out of the catchment area who have a faith and / or whose parents are committed Church members and wish them to receive an education in a school with a Church of England foundation [for explanation of committed Church member refer to item 3 in *clarifications* section of Appendix 1].
6. For further information and advice on this criterion refer to items 5 and 6 in the

clarifications section of Appendix 1.

7. Resident out of the catchment area of the school [for explanation of resident and catchment area refer to items 2 and 3 in the *clarifications* section of Appendix 1]

In the event of the having to use a “tie-break” to distinguish between two or more applications of equal strength, the child living the **shortest distance** from home to school in a straight line as the crow flies route should have priority [for explanation of shortest distance refer to item 4 in the *clarifications* section of Appendix 1].

If the federation’s decision is not to grant a place for your child, you have the right to appeal against its decision. You will be sent information on how to appeal.

All unsuccessful applicants are placed on a waiting list that is maintained in the rank order of the oversubscription criteria (taking into account the distance tie-break if appropriate). This does mean that the position of applicants on the list could change during the lifetime of the waiting list. If, at any time, the number of pupils to be admitted falls below the PAN then the available place(s) will be offered to the applicant(s) at the top of the waiting list. This waiting list ceases to be valid on 31 December 2024.

4. In-year applications and applications to other year-groups

The Governors follow the accepted procedures agreed with Norfolk County Council in considering applicants at all other times of the year. The PAN of 30 (All Saints Stibbard)/15 (North Elmham) per year group, as well as the upper limit on class sizes, is maintained (as far as possible) throughout the school. Governors apply the oversubscription criteria where necessary. No waiting lists are maintained for year groups other than the Reception year.

The following process applies for in-year application:

1. Applications are not normally considered more than one term ahead of the date the place is required and only one application per school year is allowed. For full details of the process please refer to the relevant Local Authority’s website.
2. Parents wishing to transfer their children from one school to another where there is no change of address should, in the first instance, discuss the matter with the Headteacher of their current school before applying for another school or academy. (see also item 8 below)
3. Parents who wish to make an in-year application for a place at a Norfolk school or academy should contact Norfolk County Council who will consult with the school or academy and offer the place if one is available.
4. When a place becomes available in a year group that has been full at this federation, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria. The federation is responsible for recording recent applications within the 15 school day period and managing this part of the process.
5. All applications will be processed by Norfolk County Council within 15 school days and the decision communicated in writing.
6. If the number of applications exceeds the number of places available, the Local Governing Body will use the published oversubscription criteria (see section 6) to determine the offer of places.

Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.

7. When an offer of a place is made and the child already has a place in a local mainstream school, Norfolk County Council will offer the place from the start of the following term. The child will remain on roll at the previous school until they take up the place with this federation.

8. Appeals process

If the decision is not to grant a place for your child, you have the right to appeal against this decision. You will be sent information on how to appeal. Annual Admission round appeals must be heard within 40 school days. In-year appeals must be heard within 30 school days. There is no deadline for the submission of appeals which are independently administered by the Local Governing Body.

Unsuccessful applicants and appellants who are still unable to secure a place at this federation may only submit a fresh application if there has been a significant change in the circumstances of the parent, child or school, for example a house move.

If there is no significant change in circumstances, you can make another application for the following academic year, but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

9. Children out of year group

It is expected that children will normally be educated within their chronological year group. However, the Local Governing Body and Headteacher make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code 2021. A request for admission out of year group can only be considered where the school has places available.

You can make a request to the Local Governing Body in writing. This will need to include, where relevant, any supporting evidence. The Local Governing Body will make a decision on the request, taking into account the views of the Headteacher.

The federation will write to you with the outcome including the reasons for the decision. If the request is refused, you should be given the details of how to complain to the school.

10. Monitoring and review

This policy will be reviewed annually but, in accordance with the School Admissions Code 2021, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of school years).

Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January of the year before the arrangements are to apply (e.g. For a policy to apply to applications in 2024 – for admission in September 2025 onwards consultation must be completed by 31 January 2023).

Consultation allows for Parents, other Schools and Academies, the Diocese, Local Authority and the local community to raise any concerns about the proposed admission arrangements.