



Attleborough Primary School
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The Attleborough and
Rosecroft Primary Federation

Executive Headteacher: Mrs G Long
Chair of Governors: Mr W Betts



Rosecroft Primary School
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Attleborough
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The Attleborough & Rosecroft Primary Federation

Admissions Policy

Updated: July 2022

Review: July 2024

Status

Statutory for foundation and voluntary aided schools and other schools with delegated responsibility.

Purpose

To ensure that decisions to admit pupils are based on fair and transparent criteria. If there are more requests for places than places available pupils will be allocated places in the following order of priority;

- pupils with a statement of special educational needs naming that school,
- pupils in public care who are due to transfer,
- pupils who are due to transfer, living in the area served by the school who have a brother or sister attending the school at the time of their admission,
- pupils who are due to transfer, living in the area served by the school who have no brother or sister connection with the school,
- pupils who are due to transfer, living outside the area served by the school who have a brother or sister attending the school at the time of their admission,
- pupils who are due to transfer, living outside the area served by the school and attend a feeder school at the opening date of the admission round,
- pupils who are due to transfer, living outside the area served by the school who have no brother or sister or feeder school connection with the school,
- pupils attending primary schools with a brother or sister at the primary school,
- pupils attending primary schools with no brother or sister at the primary school.

If all pupils within any of the above rules cannot be offered a place, the highest priority will be given to pupil's living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

Relationship to other policies

This policy should be read in conjunction with the policies on equality, SEN and the curriculum, and should be reviewed annually.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that:

- pupils are admitted only in accordance with this policy
- the school is represented on the LA admission forum
- where places are available, pupils are admitted in accordance
- with the agreed priorities.

All **staff** are expected to follow this policy when advising prospective parents/carers and admitting pupils.

The **governing** body will ensure that:

- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published in the prospectus and made available to parents/carers and potential parents
- an admissions' register is kept up to date
- an appeal panel is in place to hear parent appeals against non-admission
- the net capacity formula is reviewed annually and proposed variations communicated to the local authority (or statutory body in the case of foundation schools).

Arrangements for monitoring and evaluation

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications, plus feedback from parents/carers.