

Admissions Policy

NORFOLK COMMUNITY PRIMARY SCHOOL

ADMISSION POLICY

AIMS

- To provide clear objective criteria for admissions, to comply with Sheffield Children and Young People's Directorate 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 Norfolk Community Primary School.

CRITERIA

Norfolk Community Primary School has an admission number of 60 per year. It is designated as a two form entry school.

Foundation 1 (Nursery)

Places are allocated on the basis of age. Children are admitted to Foundation 1 twice a year in September and January. Occasional exceptions are made when a referral is made by a health visitor or social worker. We are usually able to admit pupils soon after their third birthday. All prospective families will be contacted by telephone and letter. All children and parents are invited to visit prior to their official start date. Some parents attend regularly for a short session with their child in the term before they are admitted. A brochure containing information about the foundation stage is given to all new families

Foundation 2 (Reception)

Children are admitted to Reception classes to attend full time in September or January depending when their birthday is. (We may, due to numbers involved, stagger the intake of children who start school in September.)

- Children who have their fifth birthday between 1st September and 28/29th February start attending in September.
- Children who have their fifth birthday between 1st March and 31st August start attending in January.

If more than 60 applications are received priority will be as follows:

- First priority will be for children with brothers or sisters attending the school already
- Second priority will be children living within the defined catchment area of the school. This area is defined by the local authority.

- Third priority will be for any children outside the catchment area up to the admissions limit of 60. If parents receive a letter to say that they have not been successful in gaining a place they have a right of appeal to the Children and Young People's Directorate (CYPD). The school will not maintain a waiting list but will direct all applicants over the agreed limit to the admissions section of the CYPD.

.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. In the Infant department no class will exceed 30 pupils in line with Government guidelines.

PROCEDURES FOR ADMISSION

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

The school welcomes a number of older children over the course of the year, keeping to the admission limit of 60 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. A pre-admission meeting will be with the Head and Pupil Support officer and will involve the signing of the home school agreement and explanation of the school's policies on uniform, healthy eating etc.

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. Sheffield uses a common transfer form which can be obtained from the office. If a child transfers from Norfolk we are not in a position to hold their place open and there is no guarantee of readmission should circumstances change.

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Next review Sept 2008