

	Name of School	Terrington St Clement Community School
	Policy review Date	July 2026
	Date of next Review	July 2027
	Who reviewed this policy?	Amanda Conner, Sue Kew & Katie Adams
	Date approved by Governing body	July 2026

Admissions policy

Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

How to apply (Reception to Y6 ONLY, for Nursery see page 4 onwards)

For applications in the normal admissions round you should use the application form provided by your **home local authority** (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. This form can be found on the following websites:

Norfolk County Council:

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

Lincolnshire County Council:

<https://www.lincolnshire.gov.uk/school-admissions>

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. These requests must be made through the Norfolk Admissions department. (see website address in 'How to apply' section)

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

Admission number

The school has an agreed admission number of 45 pupils for entry in Reception.

Allocation of Places & Oversubscription Criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

As a maintained school, Norfolk County Council manage all of our admissions. The admissions criteria and oversubscription criteria is published on the [Norfolk County Council Admissions Website](#).

Children below compulsory school age (optional)

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Fair Access Protocol

We participate in Norfolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria of the Norfolk County Council. Priority will not be given to children on the basis that they have been on the waiting list the longest.

All applications for in-year admissions should be made via Norfolk County Council admissions:

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

Children with SEND (Reception to Y6)

Please refer to our SEND Policy concerning the SEND support on offer to children and how we support families to choose the right setting.

As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, please use the following web address: <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/school-admission-appeals>

Please note this process is managed by Norfolk County Council as the admissions authority and not by the school. Unless an error has been made, it is very unlikely that an appeal for a Reception placement will be overturned due to the infant class size prejudice. Our Reception and Nursery provision is mixed so we do not have additional capacity in the Early Years and moving into Y1/2 (also mixed), any additional pupils would exceed the maximum infant class size limit of 30.

Monitoring arrangements

This policy will be reviewed and approved by the governing body annually or whenever Norfolk County Council makes changes to their admission arrangements.

Nursery (Early Years) admissions information:

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 funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

Early Education is offered within the national parameters –

- no session to be longer than 10 hours
- no minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- not before 6.00am or after 8.00pm
- a maximum of two sites in a single day

Places are allocated on a first come, first served basis. Where sessions are fully booked, a waiting list is maintained by the school in the order of the requests made, with places allocated strictly in list order when they become available.

You will be invited for your child to start at our Nursery from the day after their third birthday. This is to enable staff to provide a focused settling in period for your child so that they settle into our provision.

The Admission and Charging Policy is issued to all families as part of the registration process. It is also available on our [website](#). With consent from parents/ carers, we aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

Early Education is offered to families during term time only. [39 weeks of the year, excluding INSET days]. The funded hours can be claimed (to the maximum available) –

- Mon – 08:45 – 15:15
- Tues – 08:45 – 15:15
- Wed – 08:45 – 15:15
- Thur – 08:45 – 15:15
- Fri – 08:45 – 15:15

Funded hours can be claimed:

Mon to Friday 8:45am to 11:45am, 11:45am to 12:15pm and 12:15pm to 3:15pm

Any hours attended above the funded hours claimed will be charged. Charges are available to view on our [website](#).

We will work with parents to ensure that as far as possible the hours/sessions which can be taken as free provision are convenient for parents' working hours.

We do not charge a fee for registration or to maintain a place on our waiting list.

Working with Parents

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in their setting. Where required we will seek parent / carer consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

To ensure a smooth transition for the child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

Children with SEND in Nursery Provision

We are required to have arrangements in place to support children with special educational needs and/or disabilities (SEND). These arrangements should include a clear approach to identifying and responding to SEND.

This means we will -

- follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice
- monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
- publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the [Norfolk Community Directory](#) to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN