



HOLYCROSS
CHURCH OF ENGLAND
PRIMARY SCHOOL

POLICY NAME:	Admissions Policy
DATE AGREED:	August 2021
REVIEW DATE:	August 2022

The DEMAT Admission Policy sets out the admission arrangements for DEMAT schools. Schools will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. The school will, through DEMAT, consult as may be required and/or necessary.

Reference in the Codes to admission authorities shall be deemed to be references to the DEMAT Board, the powers and functions of which may be delegated to the head teacher supported by the Trust Governing Body (TGB) of the school. All schools in The DEMAT will participate in coordinated admission arrangements by the Local Authority (LA) in their relevant geographical location and in respect of other arrangements specified in the admissions code. Notwithstanding these arrangements the Secretary of State may direct the DEMAT school to admit named pupils to a school on application from the LA, before doing so the secretary of state will consult the DEMAT.

This Church of England Primary School, which is part of the Diocese of Ely Multi-Academy Trust serves children living within the Parishes of Runcton Holme, Wormegay and Tottenhill. The school admits children in the September before their 5th birthday.

Our admission policy allows children to start school earlier than the law requires. However, the law also allows parents to ask for their child to be admitted while the start date is delayed until later in the school year. Your child must start school by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If you inform us that you wish to delay your child's entry the place will be held and will not be offered to another child.

The approved admissions number into the Reception Year is 10.

Oversubscription Procedures – First Admissions

In the event of over-subscription, the Governors will give priority using the following criteria:-

1. Children for whom their Statement of Special Needs names this school.

2. Children in public care living and children who appear to the Admission Authority to have been in state care (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted only.

3. Children who live within the catchment area and:

- *Have a sibling attending the school at the time of their admission*
- *Whose parents regularly attend Church (at least twice a month) and express a wish for their child to attend a Church of England School*
- *Have no sibling attending the school at the time of their admission*

4. Children who live outside the catchment area and:

- *Have a sibling attending the school at the time of their admission*
- *Whose parents regularly attend Church (at least twice a month) and express a wish for their child to attend a Church of England School*

- *Have no sibling or religious affiliation at the time of admission*

In the event of over-subscription the distance from home to school will be measured and the straight line used as the tie-break.

For the purposes of applying the over-subscription criterion, a sibling is here defined as a brother/sister living at the same address including a step brother/sister and children in foster care within a family unit.

Where parents have a shared responsibility for the child, each for part of the week, the home address will be considered to be the address that the child lives at for the majority of the week (including weekends). The school will expect evidence to support this, including the prime contact address held by the current school and which parent receives the child benefit in cases where the child spends an equal proportion of the week with both parents.

Appeals Procedure

If, for any reason, your child has not been offered a place at this school, you may appeal in writing in the first instance to the Trust Governing Body of the school. Further details will be provided at the appropriate time should it be necessary.

Additional Information

Additional Information about school admissions can be found at the Norfolk Country Council Website: <https://www.norfolk.gov.uk/education-and-learning/schools>