

# PRIMARY SCHOOLS

ADMISSIONS POLICY  
ENTRY SEPTEMBER 2022

**CROMER JUNIOR SCHOOL  
GRESHAM VILLAGE SCHOOL AND NURSERY  
ANTINGHAM AND SOUTHREPPS PRIMARY AND  
NURSERY**



Updated February 2021

**NORTH NORFOLK ACADEMY TRUST**



## **Admissions Policy (Primary)**

North Norfolk Academy Trust primary age schools operate a joint Admissions Policy.

Our primary age schools are:

Cromer Junior School (age range 7- 11) Catchment: Cromer, East Runton, Cromer side of Northrepps.

Antingham and Southrepps Primary School and Nursery (age range 3- 11) Catchment: Antingham, Southrepps, Thorpe Market, Bradfield.

Gresham Village School and Nursery (age range 3- 11) Catchment: Gresham, Aylmerton, East Beckham, Bessingham, Sustead, Metton and Felbrigg.

In addition, Antingham and Southrepps Primary School and Nursery, and Gresham Village School and Nursery have additional admissions arrangements for their nurseries that are contained in our school Nursery Admissions and Charging Policy.

Cromer Junior School operates a Specialist Resource Base with autism designation. Applications can be made by schools when pre referral requirements have been met. Parents may not apply directly to the SRB.

NNAT schools observe the DFE principle that, “schools judged by Ofsted to be ‘good’ or ‘outstanding’ should be prioritised when seeking a place for looked-after children in need of a new school. Unless there are exceptional evidence-based reasons, looked-after children should never be placed in a school judged by Ofsted to be ‘inadequate’. When consideration is given to schools judged ‘Requiring Improvement’, VSHs and social workers should have evidence that the school is providing high quality support to its vulnerable pupils, and will enable a looked-after child to make maximum progress before placing them in that school.”

### **A. PURPOSES OF THE POLICY**

The admissions policy will:

- Reflect and sustain the values of the NNAT,
- Promote equal opportunities and inclusivity,
- Ensure all applicants for admission are treated equitably,
- Meet legal obligations and duties,
- Acknowledge the community nature of the Trust.

### **B. PURPOSES OF THE PROCESS**

The process for admissions is designed so that:

- It is clear and transparent,
- Parents find it easy to work with and feel supported through it,
- Parental confidence in the Trust is enhanced,
- It best meets the aspirations of parents,
- The admissions process is completed efficiently,
- Offers are focused on those who genuinely want a place,
- Liaison with all authorities is effective,
- It encourages admission at each point of entry.

### **C. THE ADMISSIONS PROCESS**

The schools will determine their Planned Admission Number (PAN) in the autumn term for admission offers made in the spring, 18 months later. The figure set will not be for the Multi Academy Trust as a whole, but for each school within it.

#### **Number of places and entry to school**

Students at Antingham and Gresham are admitted to Reception in September of the academic year that they are 5 years old. The PAN for 2022 at Antingham and Southrepps is 16 and at Gresham Village is 30.

Students are admitted to Year 3 at Cromer Junior School in the September of the academic year that they are eight years old. The PAN for 2022 is 60.

Our schools reserve the right to make offers above the PAN if this is considered necessary to more effectively meet parental preferences.

#### **Over Subscription**

Where applications exceed the number of places available the following criteria will be applied, in the order set out below, to decide which children to admit:

1. Looked after and previously looked after children: a looked after child is a child who is in the care of a Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children Act 1989). Previously looked after children are those who were looked-after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
2. Children with medical needs for whom advice from a medical practitioner or psychologist has been provided in support of admission to the school.
3. Children living in the school catchment areas (see above).
- 4a. Children from other parishes with brothers and sisters already attending the school.

4b. For Gresham Village School and Antingham and Southrepps; Children who already attend the nurseries at Gresham Village and Antingham and Southrepps.

5. Children from other parishes.

If there are more applications than places, then places will be offered in the order above, then on the basis of distance from the school measured using an Ordnance Survey address point system which measures straight line distances in miles from the School to the place of residence.

- Late applicants will be considered after offers have been made using the above criteria.
- The admissions criteria apply regardless of the Local Authority area in which pupils live. If a child lives at more than one address full details of the arrangements must be included on the application form to enable Governors to decide which address to use for admission purposes.
- If the School/Trust is named in a statement of educational needs/ Education, Health & Care plan, and the Governors and headteacher feel that the school is able to provide for the child's needs, the child will be admitted to the school as required.
- Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.
- The Trust will meet in full the requirements of the School Admissions Code which is attached to this policy as Appendix 2 (school admissions code).
- The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.
- In matters relating to admissions, parents can get advice from the website of the Admissions Teams of the relevant Authority (at Norfolk County Council: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) or 0344 800 8020). The department of Education also provides a range of information on its website : [www.dfe.gov.uk](http://www.dfe.gov.uk)
- Objections to the Admissions Policy will be considered by the Schools Adjudicator on behalf of the Secretary of State. The Academy Trust will abide by any decisions made.
- The Academy Trust will take part in any mandatory Admissions Forum set up by the Local Authority (LA) in which it is situated and have regard to its advice, and will participate fully in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.

## **D. SCHEDULE AND PROCESS FOR ADMISSION**

**Schedule for admission to Reception at Gresham Village and Antingham and Southrepps**

**September**

Information is made available for parents by Norfolk County Council, inviting a parental statement of preference of primary school. Parents should apply on-line but hard copies of applications are available on request. The 'Parents' Guide to Admissions to Schools in Norfolk' gives full details of the process.

Parents are able to apply online via the Norfolk County Council website.

### **January**

Deadline for applications.

### **April**

The Authority advises parents whether their application has been successful and informs unsuccessful applicants of their right of appeal. Parents who do not initially receive an offer are advised always to lodge an appeal and are automatically included on a waiting list. Places will be allocated as they become available using the same criteria as for the initial allocations.

## **Schedule for admission to Year 3 at Cromer Junior School**

### **November**

Information is made available for parents by Norfolk County Council, inviting a parental statement of preference of primary school. Parents should apply on-line but hard copies of applications are available on request. The 'Parents' Guide to Admissions to Schools in Norfolk' gives full details of the process.

Parents are able to apply online via the Norfolk County Council website.

### **January**

Deadline for applications.

### **April**

The Authority advises parents whether their application has been successful and informs unsuccessful applicants of their right of appeal. Parents who do not initially receive an offer are advised always to lodge an appeal and are automatically included on a waiting list. Places will be allocated as they become available using the same criteria as for the initial allocations.

## **Application for places at our schools other than first admissions to school**

In the first instance, please contact the school so we are aware that you are considering making an application. We will arrange a visit, so you are able to look round the school. Applications for places then need to be made through the local authority.

