



Norbriggs Primary School

Where Every Child Counts

Admissions Policy

Agreed by Headteacher:

Arran Tasker

Agreed by Governing Body:

Karl Richardson

Date:

September 2025

Next Review Date:

September 2026

This policy was drawn up by the Governing Body considering all relevant legislation and following the Local Authority guidelines. The headteacher, acting on behalf of the Governing Body will deal with individual requests for admission on a day-to-day basis.

Published Admission Number

The school's Published Admission Number, the number of children we are allowed to admit into the Reception year, has been set at 30. The school must offer places in Reception classes up to that limit for each relevant year but must not exceed it.

Nursery Provision

The school has a 20-place nursery, providing sessions every morning. Applications for places are made direct to the school. Children will be added to the waiting list and allocated a place after their child's 3rd birthday when a place becomes available. Children will be allocated places in waiting list order, not birthday order therefore the earlier you apply for a place the greater the guarantee that your child will start as soon as they turn 3 years old.

Reception Aged Children

Children are obliged to start school in the term after they reach their 5th birthday. However, under county arrangements, children will start in the September before their 5th birthday. A child whose 5th birthday falls on or between 1 September of any relevant year, and 31st August of the following year, will start school on the first day of term in September of that year. All applications for places for Reception aged children are managed by the Local Authority. Details of when to apply are published widely; usually this is during the first week of November for admission in September of the following year. On-line applications can be made at www.derbyshire.gov.uk/admissions, or by phone on 01629 533190. If any help is required, please contact school.

Arrangements for Admitting Children to School

All requests for Reception places at Norbriggs Primary School will be dealt with by the Local Education Policy. Criteria for allocation of places will be according to their published criteria:

- 1) Looked After Children.
- 2) Children living in the school's Normal Area who have brothers or sisters in the school already.
- 3) Other children living in the Normal Area.
- 4) Children who do not live in the normal area served by the school, but who have brothers or sisters already attending the school at the time of admission.

- 5) Other children whose parents have requested a place.

When choices must be made between children satisfying the same criteria, those children living nearest to the school (by the nearest available route) will be given preference. Individual pupils who have an Education and Health Care Plan, or a Statement of Special Educational Needs, and whose needs can best be met in the school, will be given priority where so determined by the authority in consultation with the Governing Body. The school buildings are accessible to wheelchair users. The Accessibility Plan outline how the Governors intend to extend access further. The school's normal area is defined by the Local Authority.

Other Admissions

The governors will admit children at other points during the school year up to the school's overall capacity.

Children will be admitted to the school on an individual basis subject to:

- 1) Class sizes at Key Stage 1 not exceeding 30 at the start of the academic year.
- 2) The school's working capacity not being exceeded.
- 3) The school having the capacity to meet the needs of the child
- 4) The admission of the child not affecting the education of other children in that class.

Appeals

Parents who are unable to obtain a place for their child at this school may appeal against the decision to an independent appeals panel. Details of the procedure can be obtained from the school.

This policy has been impact assessed in the light of all other school policies.

Adopted and Approved by Full Governors: