Fairhaven C of E V.A Primary School

Admissions Policy

Date Agreed by Staff: 5/10/26

Date Agreed by Governors: 7/10/26

Date for Review: Autumn 27

Signed R Whiles **Date** 7/10/26
(Chair of Governors)

Vision Statement

Our Christian school community strives to provide a variety of learning experiences for all our young people. We are here to nurture the gifts God gives us and to celebrate our differences. We encourage our pupils to explore their interests, find their talents, flourish and live life to the full. We want our children to live great lives and ultimately make a difference in the world.

Belief – Friendship – Diversity – Achieve

Each person has their own special gift from God

1 Corinthians 7.7

Why Choose a Church School?

Fairhaven Primary is a Church of England school. Our day-to-day school life incorporates Christian values. We aim to serve our local community and are open to all, irrespective of faiths, cultures, races, disabilities, or family backgrounds.

We follow the Christian calendar and maintain and develop an affirming relationship with the Broadside Benefice and the Norwich Diocese. Each day, we offer our children an experience of faith through acts of Collective Worship, and this includes the life and teachings of Jesus Christ. Our daily Collective Worship, which is known in school as, Our Time Together, is invitational.

We aim to offer our children a rounded education that intertwines high standards of academic teaching with emotional and spiritual development. Our four core values of Belief – Friendship – Diversity – Achievement underpin our work and help us to develop children who will flourish and live life to the full.

Further details of what a Church school has to offer can be found in the Diocese of Norwich's leaflet, Flourishing Together.
https://www.dioceseofnorwich.org/app/uploads/2020/01/Flourishing-Together-Leaflet.pdf

Admission Policy

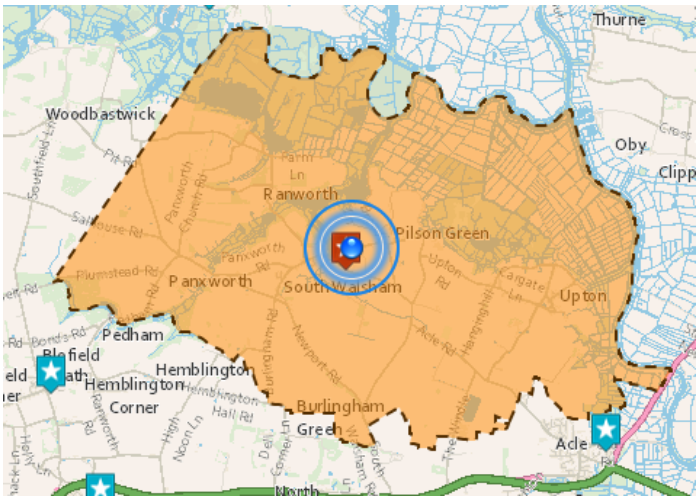
This admissions Policy is subject conforms to the School Admissions Code 2021 and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002. It should be read alongside the admission documentation provided by Norfolk County Council.

By law, children must start statutory education full time at the beginning of the term following their fifth birthday. At Fairhaven CE VA Primary all children are offered a full-time place in our reception class regardless of which month they were born. Parents/carers who do choose the full-time option must commit to this attendance pattern for all of the autumn term.

Parents/carers can opt for their child to attend part time until the term following their fifth birthday. Please see section on fulltime and part-time attendance.

School Catchment and Admission Number

If you live in the villages of Upton, Panxworth, Ranworth or South Walsham, we are your local school. The map below highlights our catchment area. However, we can enrol children outside of this catchment area.



The number of places available is determined by the capacity of the school and is called the Published Admissions Number (PAN) for each year group is 15. As a small school our classes usually consist of children from two-year groups e.g. years 3 & years 4. The maximum number of children in each year fluctuates, but we endeavour to limit class sizes to a maximum of 30.

First admissions for 2027-28

Children enter school at the start of the year in which they become five, so children born between 1st September 2022 and 31st August 2023 will begin school in September 2027. A fulltime place will be offered from September for all children as detailed in the School Admissions Code 2021.

Full-time and Part-time Attendance

At Fairhaven CE VA Primary, all children are offered a full-time place in our reception class from September, regardless of which month they were born.

We strongly encourage all children to attend full time from September, as we have found that children benefit from full-time attendance and settle into the school routine more quickly. However, parents/carers have the legal right to request that their child:

- Attends part-time until the child reaches compulsory school age (the beginning of the term following their fifth birthday), or
- Defers their child's entry to a later point in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made

If parents/carers wish to discuss part-time attendance or deferred entry for their child, they should contact the headteacher to make arrangements. The school will work closely with parents to ensure a smooth transition that meets children's individual needs.

How parents/carers can apply for their child to be admitted to Fairhaven CE VA Primary School

You will need to apply for a school place directly to Norfolk County Council. Parents can apply online or request a paper-based application form.

To apply online or request a paper-based application form please visit:

https://www.norfolk.gov.uk/admissions

You can also contact the school for a school brochure by phone on 01603 270224 or by email – **office@southwalshamfairhaven.norfolk.sch.uk** or you can download one from our school website at **http://www.southwalshamfairhaven.norfolk.sch.uk**

Applications for Reception Class admission September 2027 to August 2028 must be received by Norfolk County Council by 15th January 2027.

Oversubscription

Where the school is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and the following order of priority.

1. A child who has an Education Health and Care Plan naming the school is required to be admitted.
2. Looked after children (children in care), and all previously looked after children (previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) and children adopted from abroad.
3. Siblings of children already at the school living within the catchment area. (Please see Appendix 1 for a definition of siblings and catchment area).
4. Residence within the catchment area.
5. Siblings of children already at the school living out of catchment.
6. Children living out of the catchment area who have a Christian faith and / or whose parents are committed Church members and wish them to receive an education in a school with a Church of England foundation. [for explanation of committed Church member refer to item 3 in clarification section of Appendix 1. They should support this application by completing the Supplementary Information Form (SIF) in Appendix 2. Within this criterion the following hierarchy will be applied:

- Anglican
- Other Christian denomination
- Other organised religions

For further information and advice on this criterion refer to items 5 and 6 in the clarifications section of Appendix 1.

7. Children of staff where:

    - a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and / or
    - the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage.

8. Resident out of the catchment area of the school [for explanation of resident and catchment area refer to items 2 and 3 in the clarification section Appendix 1].

In the event of having to use a tie-break to distinguish between two or more applications of equal strength, the child living the shortest distance from home to school in a straight line as the crow flies.

In-year applications and applications to other year groups

The Governing board follows the accepted procedures agreed with Norfolk County Council in considering applications at all other times of the year. The PAN of 15 per year group, as well as the upper limit on class sizes, is maintained, as far as possible, throughout the school.

A child must be offered a place at the school unless the Governors are satisfied that:

(a) Admission of the child would "prejudice the provision of efficient education or the efficient use of resources", which normally means it would increase numbers above an agreed limit for the school.

(b) Admission of the child would be incompatible with any agreement made with the Local Authority to protect the school's denominational nature or another distinctive ethos.

Waiting Lists

If the school is oversubscribed in any year group and we are unable to offer a child a school place, the child's name will automatically be added to a waiting list. The waiting list will be maintained in order of the oversubscription criteria set out in this policy, not in the order in which applications were received or added to the list. This means that a child's position on the waiting list may change if other applicants are added who have higher priority under the oversubscription criteria. Inclusion on the waiting list does not affect a parent's right to appeal against the decision not to offer a child a place.

Flexi-Schooling

Norfolk Local Authority firmly believes that full-time education within a school environment is the best option for all children and young people to enjoy, achieve and attain their full potential.

Fairhaven Primary recognises that parents/carers may choose other ways for their child engage in very effective, full-time, and suitable education. One way could be for them to request that our school considers entering a Flexi-Schooling arrangement. For our school to enter and continue a Flexi-Schooling arrangement parents and carers must accept and maintain the rigorous framework of expectations reflected within this policy. For further details please request a copy of our Flexi-Schooling Policy.

The Right of Appeal

If you are not granted a place at Fairhaven Primary, you have the right of appeal to an independent panel. Information about how to appeal will be sent to you with your refusal letter. Appeals are heard by the School Admission Appeals Panel who acts independently for Norfolk County Council. The decision of the panel is binding on everyone. There is no further right of appeal to the panel for a place in the same academic year unless there is a significant change in circumstances.

Children out of year group

It is expected that children will normally be educated within their chronological year group. However, Governors will make decisions based on the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code 2021. A request for out of year group can be considered where the school has places available. We will consider requests to place children outside of their normal age group, including summer born and premature children, in line with the requirements of the School Admissions Code.

Transition Arrangements

The Reception Class Teacher will link closely with the children from Fairhaven Pre School (located adjacent to the school in the Village Hall) in a comprehensive transition programme. Initially our Reception Class Teacher will meet prospective pupils in the Fairhaven Pre School environment where they will feel more comfortable. During the summer term, the children will spend time in school as part of the transition programme.

All children joining us in September will have the opportunity to visit the Reception Class in the Summer Term. Parents, guardians and carers, have the opportunity to attend an introductory meeting once a formal offer of a place has been made. This will take place in the summer term prior to the child starting school in September. This meeting will give parents, guardians and carers the opportunity to meet the headteacher, class teacher and teaching assistant and to look round the school.

Monitoring and Review

This policy will be reviewed annually, in accordance with the School Admissions Code 2021.
This policy operates in conjunction with the following school policies and documents:

- Flexi-Schooling Policy
- Collective Worship Policy