

## **Admissions Policy**

### **Aims and Ethos**

The Free School Norwich is a state funded Free School open to all primary aged children. The school welcomes children of all abilities, faiths, social and cultural backgrounds.

The school aims to:

- Provide a truly broad and balanced primary school education for children.
- Enable children to identify and develop their individual strengths and interests so that they can achieve their potential in life.
- Increase the economic well-being of children by enabling their parent/guardian to work.

The ethos of The Free School Norwich is 'Opportunity and Achievement for All'. The school operates no catchment area to enable any child to apply for a place, regardless of where they live.

The school complies with the Schools Admissions Code 2014.

### **Published Admission Number**

The Governing Body of The Free School Norwich has responsibility for admissions to the school and admits 28 pupils into each year group.

### **How to Apply**

Prospective parents/guardians of children entering in Reception should submit applications to Norfolk County Council Schools Admissions online by the January admissions deadline in the year in which their child is due to start school.

The Governors of The Free School Norwich will consider all applications for places in Reception and will notify Norfolk County Council who they will offer places to. Parents/guardians will be informed of the outcome of their application in April by Norfolk County Council and the school.

Unsuccessful applicants will be given reasons related to the oversubscription criteria listed below, and advised of their right of appeal to an independent appeal panel.

### **Oversubscription criteria**

At any time where there are more applications than the number of places available, places will be offered in the following order priority:

- Children with a Statement of SEN naming the school.

- Children in public care, looked after children or 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 subjected to a residence order or special guardianship order.
- Children who are due to start school and who have a sibling attending the school at the time of their admission.
- Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address.
- Children of employed staff at the school.
- Where the 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 for which there is a demonstrable skill shortage.
- Children of employed staff at the school means: a biological, foster, step or adopted child, or a child for whom the member of staff has legal parental responsibility and the child lives permanently with the member of staff.
- All other children who have applied for a place.

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the remaining places in that category will be determined by random allocation. This will be conducted by The Free School Norwich in the presence of an independent person.

### **Waiting Pool**

Applications for places in all other year groups should be submitted to The Free School Norwich, either in writing or online.

The Free School Norwich operates a waiting pool for places in all year groups. If a place at the school becomes available, it is allocated in accordance with the above oversubscription rules. Names are kept in the waiting pool for a period of one year.

### **Admission Appeals**

The Free School Norwich complies with the Schools Admission Appeals Code. Appeals for places in the case of oversubscription are heard by an independent Admissions Appeals Panel.

**Principal:** Tania Sidney-Roberts

**Responsible Governor:** Andy Skeggs

**Policy approved by:** Governing Body – March 2018

**Policy Review Date:** March 2019