

# SURLINGHAM PRIMARY SCHOOL

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## SURLINGHAM COMMUNITY SCHOOL POLICY STATEMENT ADMISSIONS

“Surlingham Community School aims to guide the individual child to the full development of his or her educational potential and to the development of a high level of social and personal skills within a small, caring and open community where all members are respected and valued.”

### AIMS

1. We aim to serve the children of the three local villages: Surlingham, Bramerton and Kirby Bedon in the first instance, and when pupil numbers and accommodation permit.
2. To settle the children in the school environment as quickly and as happily as possible.
3. To enable staff to plan for the smooth running of the whole class throughout the year.
4. To ensure that the educational and Health & Safety standards of the school are not compromised through overcrowding.

### ORGANISATION

1. Children from the above mentioned three villages take priority. However, when the school roll reaches the maximum figure allowed by available accommodation (max in KS1 40, max in KS2 48 and max in school 88) new applications may be refused a place unless the family are Surlingham residents or have a sibling already at school. Parents whose applications are refused may put their child's name on the school's waiting list and/or appeal to the LEA.  
Reception places already booked will be honoured.  
Children from outside the three villages will be admitted provided there is space within the appropriate year group and the overall school roll figure allows it.
2. Surlingham School fully supports the LEA Admissions Policy.
3. There will be one intake during the year.  
**Children born between 1<sup>st</sup> September and the end of February will be admitted to school in September on a full time basis.**  
**Children born between the 1<sup>st</sup> March and the end of August will be admitted to school in September on a part-time basis and full time from the following January.**
4. Decisions about whether children initially have a staggered start (half day attendance) within the standard admission policy will be made following discussion between parents and staff.
5. Parents and children will be invited to visit the school in the term before the children start school.
6. The School Prospectus will be sent to parents of pre-school children who will be admitted during the following school year.
7. All people with parental responsibility will be recorded on pupil records and in the Admissions Register. (The Children's Act 1989).

Nov 93 – amended April 97/Sept 98/March 2001/July 2001/ January 2002/June 2004