

### Admissions Policy

<b>Formally adopted by the Governing Body of Blue Sky Federation</b>	
<b>On</b>	2 <sup>nd</sup> December 2021
<b>Chair of Governors</b>	<i>Sam Lee</i>
<b>Executive Head Teacher</b>	<i>Laura Watts</i>
<b>Last updated</b>	December 2021
<b>Review</b>	December 2022

The Blue Sky Federation follows Norfolk Local Authority (LA) policy for the admission of pupils to our primary schools. The planned admission number (PAN) for Erpingham School is 8 pupils and for Northrepps school is 10 pupils. The planned admission number refers to the number of children who may be admitted to the first year of entry in any academic year.

The governors will admit children in each school year up to, but not exceeding, the school's planned admission numbers unless there is excess capacity within the whole school.

If there are more requests for places than places available, we will admit children in the following order of priority as agreed by the Local Authority:

1. children who have an Education Health and Care Plan (EHCP) which names the school
2. children who are in public care
3. children who live in the catchment area
4. children who live outside of the catchment area but have a sibling already attending the school at time of admission
5. children of staff at the school – where the member of staff has been employed at the school for two or more years at the time of application and/or the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.
6. Children who live outside of the catchment area

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line 'crow fly' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

Parents of children who are unsuccessful in gaining a place will be informed in writing on the date laid down by the LA and will be told of their right to appeal.

Further information on admissions can be found at

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>