Ashwicken CE VA Primary School

ADMISSIONS POLICY 2026–27

Formally adopted by the Governing Board:	**Ashwicken CE VA Primary School**
On:	**Autumn 2026**
Chair of Governors:	**Murree Groom**
Last updated:	**Autumn 2025**

1. Introduction

- The governing body of Ashwicken CE (VA) Primary School is the admission authority and responsible for the admission arrangements of the school. This document sets out the admission arrangements of the school for the academic year 2026/2027.
- The governing body follows Norfolk County Council's coordinated admissions scheme for first admissions and in-year applications.
- The published admission number (PAN) for entry into the school is 15. The school will admit up to the PAN in the normal year of entry which is the Reception year. Where there are more applications for admission than places available, places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
- Infant Class Size Regulations apply to Reception, Year 1 and Year 2. These regulations require classes to be no bigger than 30 children, although the PAN may be lower.
- Where a child has an Education, Health and Care Plan (EHCP) which names the school, that child will be admitted and the number of available places within the PAN will reduce correspondingly. Admission of children with an EHCP is managed by the home Local Authority.
- Applications for Reception in September 2026 must be made to the home Local Authority by 15 January 2026. The home LA will issue a single offer of a place on 16 April 2026 (or next working day).

2. Religious Character of the School

- The school is designated with a religious character. The school's religious authority is the Diocese of Norwich. The school must have regard to any guidance from its religious authority when constructing the faith-based terms of its admission arrangements.
- Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level.

3. Oversubscription Criteria

Where the school is oversubscribed, places will be allocated in accordance with the following criteria and in the following order:

- Looked After Children or Previously Looked After Children

- Vulnerable Children (medical or social need)
- Children living in the Catchment Area with a sibling at the school
- Children living in the Catchment Area
- Children living outside the Catchment Area with a sibling at the school
- Children living outside the Catchment Area who meet the faith criterion
- All other children

Tie Breaker: If there are not enough places to satisfy all applications under any criterion, priority will be given to those living nearest the school using Norfolk County Council's distance measurement system. Where two or more applicants live an equal distance from the school, priority will be determined by random allocation supervised independently.

Oversubscription Criteria: Explanatory Notes

Catchment Area (Updated for 2026–27)

The catchment area includes:

- Ashwicken
- Leziate
- Bawsey
- The northern section of the former Middleton catchment, as agreed through Norfolk County Council's 2026 consultation and confirmed through the OSA variation process.

Vulnerable Children

(i) Medical need: Written evidence from a senior clinical medical officer or GP/specialist must show that the child's condition would make it detrimental not to admit them.

(ii) Social need: Includes confirmed refugee status supported by written evidence from the home LA.

Faith Criterion Requirements

(i) Regular practising Christian: A child who attends a Recognised Church or Religious Group regularly prior to application.

(ii) Regularly means monthly for six months.

(iii) Recognised Church or Religious Group: As defined by Churches Together in Britain and Ireland, the Evangelical Alliance, the Fellowship of Independent Evangelical Churches, or Affinity.

Home Address

The place where the child resides for the majority of the school week (Sunday to Thursday).

4. Supplementary Information Form (SIF)

Where seeking priority under the vulnerable children or faith criterion, parents must complete the relevant part of the SIF and provide supporting evidence. The SIF must be returned to the school office by 15 January 2026.

5. Appeals

Unsuccessful applicants have the statutory right to appeal to an independent panel. The appeals timetable is published on the school's website by 28 February each year.

6. Important Information

Waiting Lists

If the school is oversubscribed for September 2026 entry, a waiting list will be maintained until 31 December 2026.

Summer Born Children

Parents may request admission to Reception a year later. Each request is considered individually and in the best interests of the child.

Deferred Entry and Part-Time Attendance

Parents may defer entry or request part-time attendance until statutory school age.

Admission Outside Normal Age Group

Requests should be discussed with the Headteacher. Decisions are based on the circumstances of each case.

Multiple Births

Where one twin/multiple birth child can be admitted, the school will admit the other(s) if practicable.

7. Withdrawal of an Offer

The school may withdraw an offer where it has been made in error, based on fraudulent information, or where a parent has not responded within a reasonable timeframe.

8. In-Year Admissions

Applications may be submitted at any time. If no places are available, the application will be refused and a right of appeal will arise.

9. Further Information

- Important information published by the LA applies to some aspects of school admissions.
- Contact the school office at office@ashwicken.norfolk.sch.uk or 01553 630352.