

Together Everyone Achieves More

Wreningham School is committed to Safeguarding
And Promoting the Welfare of children



Wreningham VC CE Primary

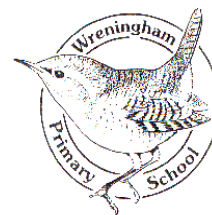
Admissions Policy

1 Corinthians 12:12, "There is one body but it has many parts. But all its many parts make up one body."

Reviewed Spring 2026

Next Review Spring 2027

This policy was adopted by the Governing Body



Introduction

As a Voluntary Controlled Church of England School we follow the Norfolk County Council policy for first admissions & in-year admissions to school. The Reception admissions policy and criteria for each school, together with an online application form, are available from the county council admissions team via the following link:

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

At present, our pupil admission number (PAN) is 15 pupils and, where possible, we try to adhere to these numbers across all year groups. Where there are exceptions made, and the number per year group is above 15, careful consideration is made in the years directly below and above, to ensure class sizes are both manageable and able to be accommodated. If required, the Headteacher and governing body will review and adjust the structure of classes across the school, in order to accommodate additional pupils, above our PAN.

The Governing Body does not allow race, religious beliefs, gender, disability or social background to affect its Admission Policy.

Admissions Criteria for Reception

The school will enrol pupils up to its agreed overall capacity and annual admissions limit. By law, children must start statutory education full-time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in the academic year or request their child attend on a part-time basis e.g. mornings only.

All children can start school full time as of the September following their 4th Birthday. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full-time basis during the academic year 2026/27 and no later than the beginning of the term after their 5th birthday.

Parents are required to choose their preferred choice of school and send this to the Local Authority in the year before their child starts school. Wreningham Primary School does not decide who is or is not offered a place as this is organised by the Local Authority.

Parents will be informed of their place on 'Offer Day' which is **16th April 2026** and Norfolk County Council will send an email on that date informing them at which school their child has been offered a place.

Making an application for a school place

Information about primary schools can be found on the Norfolk admissions website. Parents can find their catchment school at www.whereilive.norfolk.gov.uk.

Over subscription rules for first admissions.

If there are more applications for places than there are available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:

Children who are due to start school and:

1. Have an EHCP (Education Health and Care Plan) which names the school
2. Are in public care or have been adopted from public care
3. Live in the catchment area and have a sibling attending the school at the time of their admission
4. Have a disability and live in the catchment area
5. Live in the catchment area
6. Live outside the area served by the school who have a brother or sister with an EHCP attending the school at the time of their admission
7. Live outside the catchment area who have a sibling attending the school at the time of their admission
8. Have a disability and live outside the catchment area
9. Children of staff

a) 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

b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage

10. live outside the catchment area served by the school and have no sibling connection with the school

The school's catchment area is: Wreningham, Ashwellthorpe and Fundenhall.

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.

Joining the School in Reception

Starting school is a very exciting time for pupils and parent. The school will work with parents individually to ensure it is both positive and rewarding. Pupils are admitted to Wreningham VC Primary School in the September of the academic year in which they are 5.

During the previous summer term, children are invited to join us for several 'taster' sessions to support them to become familiar with the routines and environment of the school. There will also be a New Intake meeting where parents will be informed of our day-to-day procedures and what their child(ren) might experience during his/her first few months at school.

In-year Applications (moving schools)

If a family have moved to the area or surrounding area, a place can only be offered in the school if there is one free in their child/children's age group. Parents should always apply for a school place through the Local Authority's School Admissions Team at

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

If you are refused a place at this school, you have the right to appeal to an independent panel. Information on how to appeal will either be sent to you with your refusal letter, if a first admission or details can be found on the Norfolk County Council website, the address can be found in the introduction.