

**Sprowston Infant School  
Admissions policy and procedure.**

**First Admissions**

First admissions to Sprowston Infant School are managed by the Local Authority. Applications for places must be made through the Admissions Office at County Hall by January of the year before starting school. Registration is the sole responsibility of the parent or guardian, not the school. Parents will be notified of the offered place by the LA in April. All children will be offered a full time place from September. Parents can request part time places or deferred entry from the Headteacher, but all children must be attending the Reception class full time before the end of the school year.

**Admissions to Reception other than in September, or to other Year Groups.**

Parents can request a place at any time during the school year directly to the Local Authority if they are moving into the area. If there is a place available in the necessary year group it will be offered. The school may not have more than thirty children in any class. The school cannot hold or reserve places. Parents wishing to transfer their children midyear for any other reason will also need to contact the LA directly, these applications are considered termly.

**Admission to the Specialist Resource Base (SRB)**

These admissions are requested through a child's Special Needs Caseworker and approved via the single area panel. The school then has an opportunity to assess whether the placement will be appropriate for the child and accept or refuse admission.

**Request for places in excess of the school's intake limit.**

Where the school is unable to accommodate all the requests for places because this would exceed the intake limit, information is sent to the Admissions section at County Hall who then inform the parents of place allocations and information about how to appeal against the decision.

Lucy Wayman 2011