



**SAPIENTIA EDUCATION TRUST**  
**TIVETSHALL PRIMARY SCHOOL**

**ADMISSIONS POLICY, PROCEDURES AND GUIDANCE  
FOR SEPTEMBER 2026**

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## **1. INTRODUCTION**

Admission to Tivetshall Primary School is regulated by the Academy Trust Admissions Policy which has been determined in accordance with the statutory School Admissions Code issued under section 84 of the School Standards and Framework Act 1998. Sapientia Education Trust (SET) is the Admissions Authority for the school, but the admissions policy is administered by Tivetshall Primary School on behalf of SET. Norfolk County Council, the local authority, have responsibility for co-ordinating Reception Year admissions for the normal point of entry in September.

## **2. ADMISSION NUMBERS**

The School has one reception class and admits 7 children into this class in accordance with the Schools Admission Code. The published admission number is 7.

## **3. APPLICATION PROCEDURES**

### **Applications for places in Reception Year**

Applications made during the normal admissions round for entry at the start of the academic year into the Reception year must be made on the Common Application Form (CAF) issued by Norfolk County Council. These forms are usually made available automatically to the parents of eligible pupils by the Local Authority.

Closing date for applications: 15 January 2026

Offer day: 16 April 2026

### **Admission into other Year Groups**

Places may be available in other year groups where a pupil has withdrawn from the School. There is no guarantee that such places will be available in any particular year. In-year admission applications should be made through the School office in the first instance by contacting: [office@tps.set.education](mailto:office@tps.set.education)

### **Admission of Pupils below compulsory school age and deferred entry to the School**

The School will provide for admission of all eligible pupils in the September following their fourth birthday. Admission of pupils below compulsory school age and those with deferred entry to the school will be in accordance with paragraph 2.17 of the Schools Admissions Code in that, subject to meeting the criteria as laid out in this policy):

- a) The pupil will be entitled to a full-time place at the school in the September following their fourth birthday;
- b) The pupil's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) Where parents wish, the child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

## **Admission of Pupils with a SEND Education Health and Care Plan**

The School may, from time to time, be named on a pupil's Special Educational Needs (SEND) Education Health and Care Plan (EHCP). The School is under a legal duty to admit that pupil and this may reduce the number of places available within any one year group. The admission of a student sits outside the scope of the School Admissions Code 2021 and takes place under the Education Act 1966 and the SEN Code of Practice. Further details are contained at Annex A to this Policy.

## **Admission of children outside of their normal age group**

While the school would not normally admit children outside of their normal age group, it acknowledges that there may be circumstances where parents would wish to make this request. If such circumstances arise, then the parents are to contact the Headteacher in the first instance to discuss such a request. In making a decision over whether or not to approve such a request the school will take into account the content guidance contained at paragraphs, 2.17, 2.17A, 2.17B and 2.17C of the Schools Admissions Code.

## **Waiting List Procedures**

Pupils who are unsuccessful in obtaining a Reception Year place will be maintained on a waiting list managed by the Local Authority until 31 December 2026.

## **Admission Appeals**

All admission appeals will be administered in accordance with the Schools Admissions Appeals Code 2022. Parents wishing to appeal against an admission appeals decision should notify the Local Authority Admissions Department in the first instance and complete the form that they will provide. The closing date for admission appeals is 26 May 2026.

## **Fair Access Protocol**

In accordance with the Supplementary Funding Agreement signed with the Secretary of State the School engages with the Local Authority Fair Access protocol.

## **4. OVERSUBSCRIPTION CRITERIA**

If there is oversubscription in any priority category, places within that category will be allocated according to the order of the subsequent priorities. Any additional "tie break" will be determined by a random lottery conducted by the School under the supervision of an independent person.

**FIRST PRIORITY** is given to candidates who are looked after or are previously looked after in accordance with paragraph 1.7 of the Schools Admission Code (September 2021).

**SECOND PRIORITY** is given to candidates who already have a sibling at the school.

**THIRD PRIORITY** is given to children of staff (includes support and teaching staff on a permanent contract) at the school where the member of staff is the legal parent / guardian of that child and:

- (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

**FOURTH PRIORITY.** Remaining places are allocated on the basis of proximity to the School. This is determined as the straight line distance between the address at which the child is resident on the closing date for applications and the main entrance of the School using Ordnance Survey data and calculated by the Local Authority School Admissions Department.

## **ADMISSIONS TO TIVETSHALL PRIMARY SCHOOL FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS EDUCATION HEALTH AND CARE PLAN AND/OR DISABILITIES**

### **Introduction**

Tivetshall Primary School is an inclusive school and is proud to educate a wide range of students, including students with Special Educational Needs and disabilities. This leaflet is designed to explain how admissions arrangements for students with an Education Health and Care Plan and other students with SEND are handled at the School.

### **Admissions and the Law**

As an Academy, Tivetshall Primary School administers its own admission arrangements on behalf of SET under the terms of the Supplementary Funding Agreement with the Secretary of State. That agreement places certain obligations on the School around admissions and, in particular, requires compliance with the terms of the School Admissions Code. The admission of a student with a Special Educational Needs (SEND) Education Health and Care Plan (EHCP) will be administered through Norfolk Local Authority for those students who reside in Norfolk.

The School is also committed to meeting its responsibilities under the Equalities Act to make reasonable adjustments to facilitate the admission of a student with a disability.

### **Contact with Staff**

The parent/carers of a prospective pupil seeking admission to the School through an SEND ECHP should register their interest with the Headteacher and their EHCP coordinator in the first instance. He/She will pass on the email address for the SENDCO to discuss the proposed admission.

These staff members are pleased to help prospective pupils and their parents. However, they do not make decisions about the feasibility or otherwise of an admission and nothing that they say should be taken as an indication that a place at the School will be available to any individual student or that the School will be able to provide any particular arrangement for any pupil, if admitted.

The parent/carers of a prospective pupil with a SEN and/or disability are also welcome to contact the Headteacher to discuss any reasonable adjustments that might be required.

### **Resources at the School**

The resources for supporting students with Special Educational Needs and or a disability are no better or worse than at any other mainstream school. Although the school aims to deal professionally with a range of Special Educational Needs and

disabilities, it does not purport to have any greater expertise or success in doing so than any other mainstream comprehensive school or Academy.

### **The EHC Needs Assessment Process**

The Headteacher, on behalf of the Trust, is asked to comment on a proposal to name the School in a SEND EHCP. The Headteacher will formally object to the naming of the School where in their professional opinion it seems that to admit the pupil concerned would be incompatible with the efficient education of other pupils or would be an inefficient use of resources for the School or the Local Authority.

### **Contacts**

All initial queries about admission to Tivetshall Primary School must be directed to the Headteacher on [office@tps.set.education](mailto:office@tps.set.education)