Buxton Primary School

Part Time First Admissions Policy

March 2026

Formally adopted by the Governing Body of:-	Buxton Primary School
On:-	9th February 2026
Chair of Governors:-	Kathryn Corder
Last updated:-	March 2025
Review Date:-	March 2027

PART TIME ADMISSIONS POLICY FOR 2026/27

For Foundation Schools the Governing Body is the admission authority and the policy for First Admission to primary schools (part time) matches the Local Authority's procedures and is as follows:

First admission to primary, first and infant schools
By law, children must start statutory education full-time at the beginning of the term following their fifth birthday. All parents of children born between 1st September 2021 and 31st August 2022 must be offered a full time place from September 2026. 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 corresponding academic year and no later than the beginning of the term after their fifth birthday.

Can my child start school earlier?
Your child cannot start earlier than the policy allows.

Can my child start school later?
The law allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year or to start on a part time basis. The effect of this is that the place is held and cannot be offered to another child. However, for a place to be held, admission can only be delayed within the academic year. This means the admission must take place by the end of the summer term. Places cannot be held until the following autumn term for those children who are five during the preceding summer term. 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 that academic year.

Part time admissions arrangements

At Buxton Primary school where part-time admission is the preferred option the session times are as follows: **8.10am – 11.45am each day**

In exceptional circumstances where children have specific needs, and at the discretion of the Head teacher, parents may request a more flexible approach.

Parents may increase the number of sessions their child attends, after discussion with the class teacher. If parents wish to do this, we ask that they do so by slowly building up over a number of weeks, adding one afternoon, then two afternoons and so on. This makes it much easier for the child, and for staff to plan teaching and learning for the children and to ensure that as many children have access to the full range of provision.

The children will be given the opportunity to visit the school in the summer term prior to their admission.

Also, Children who attend local Pre-Schools and Nurseries will be visited by the Reception class teacher at their pre-school/nursery (where possible) to ensure she/he is a familiar face. These sessions occur during the Summer term.

CRITERIA FOR ADMISSION

If there are more applications for places than there are places available, the Local education Authority will give preference to children living **nearest** the school according to the following criteria in this order of priority:

1. Children with an Education Health and Care Plan naming that school
2. Children in public care or have a recognised disability, who live in the area served by the school
3. Children who live within the catchment area and have a brother or sister attending the school at the time of their admission
4. Children who live within the catchment area and have no brother or sister attending the school at the time of admission
5. Children who live outside the catchment area and have a brother or sister attending the school at the time of their admission
6. Children of staff
7. Children living outside of the catchment area and have no brother or sister attending the school or adjoining middle/junior school at the time of their admission

You will need to decide which schools you prefer by filling in an online application form via the Local Authority. You can state up to three preferences and all forms must be sent direct to the Local Authority who co-ordinate the process in January, ready for September admission. Online applications are via: ***www.admissionsonline.norfolk.gov.uk***

The local authority will tell you if your child has a place at your preferred school in a letter sent towards the end of April, or by email if you applied on-line.

If you have any queries about the admissions process, please contact Norfolk County Council Children's Services on 01603 222146.

This policy will be adopted in March 2026. The date of the next formal review will be March 2027 and every year thereafter.

This policy has been reviewed in line with our Single equality scheme

Policy approved by the Governing Body of Buxton Primary School.