

Norfolk County Council is responsible for arranging all admissions into Norfolk schools. If you are moving into the area, or would like your child to attend our school, please contact the School Admissions team at County Hall on 01603 222593. Admissions mid-year are normally organised to start at beginning of each term, unless there are reasons why a child needs to start school straight away (for example if they can no longer travel to their previous school).

Parents of children who are due to start school for the first time will receive information through the post about how to apply for a place at our school. These letters are normally sent out from Norfolk County Council in the October of the year before the child is due to start school. Parents can apply for a place online or through the form sent to your home address. Please contact the School Admissions team on the number above if you require any further information. Prospective parents are always welcome to visit the school; please contact the office to arrange a mutually convenient time.

School places are allocated in accordance with the Norfolk County Council admissions policy. Our admissions number per year is currently 35 children.

Admission arrangements for community schools

If there are more applications for places than there are places available, Norfolk Local Authority will admit children in the following order of priority:

1. children with an Education, Health and Care Plan that names the school;
2. children in public care, have been adopted from public care or adopted from abroad who are due to transfer;
3. children who are due to transfer and live in the area served by the school;
4. children who are due to transfer, live outside the area served by the school and who have a sibling attending the school at the time of admission;
5. children of staff at the school where the member of staff
 - a) 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) is recruited to fill a vacant post for which there is a demonstrable skill-shortage;
6. children who are due to transfer and live outside the area served by the school

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 "as the crow flies" 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.

Oversubscription rules for admission to Reception classes in community schools for children due to start school in September 2021

If there are more applications for places than there are places available, Norfolk Local Authority 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 Education, Health and Care Plan that names the school;
- 2) are in public care, have been adopted from public care, or adopted from abroad;
- 3) live in the area served by the school and who have a sibling attending the school at the time of their admission;
- 4) have a disability and live in the area served by the school (appropriate professional evidence will be required to confirm the disability);
- 5) live in the area served by the school;
- 6) live outside the area served by the school who have a brother or sister with an EHCP or statement of special educational needs attending the school at the time of their admission;
- 7) live outside the area served by the school who have a brother or sister attending the school at the time of their admission
- 8) have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability)
- 9) children of staff at the school where the member of staff
 - a. 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. is recruited to fill a vacant post for which there is a demonstrable skill-shortage;
- 10) live outside the area served by the school.

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 "as the crow flies" 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.

More information about admissions can be found on the 'Norfolk admission arrangements' section of the Norfolk County Council website at:

www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements