

Admissions Policy

Information on oversubscription rules

Unless specifically stated in individual school admission arrangements the following information and definitions apply to all maintained schools in Norfolk.

Distance

Distance will be measured on a straight line "crow-fly" basis using Ordnance Survey data. The measurement will be taken from the post office postcode address point on the child's home to the post office postcode address point on the school.

Looked after children or children in public care

In oversubscription rules "children in public care" and "looked after children" are defined as looked after children and previously looked after children. Previously looked after children are children who were looked after and ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.

Siblings

When we use the oversubscription rules, "siblings" means: brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit. Some admission authority schools may have a different definition. (See the individual school admission policy for details.) Only siblings attending school at the time of your child's proposed admission will be given a higher priority in the oversubscription rules.

Feeder schools

Where an admission authority prioritises children on the basis of attending a feeder school, those feeder schools will be listed as part of the admission arrangements. Feeder school priority will only apply in the first year of entry to the school and will not apply to in year school admissions.

Education Health and Care Plans (EHCP)/Statements of Special Educational Needs

Where a child's EHCP or statement of Special Educational Needs names a specific school, the school must admit the child regardless of whether the school has a place available. The oversubscription rules for most schools include pupils with EHCPs or statements as the first priority to help parents understand that these pupils have the highest priority, legally. For those schools the remaining list of rules is used to prioritise applicants if the school is oversubscribed.

Disability

Disability will be defined using the definition contained in the Equality Act 2010.

Random Allocation

Where random allocation is used to determine the allocation of school places, applicants will have their names drawn by lots to see who should be offered the place(s). There will be an independent scrutiny of the random allocation process.

When do children start school?

Children born between 1 September 2014 - 31 August 2015 will be offered a full time place in a reception class from September 2018. Infant schools are for 4+ to 7 year olds and primary schools are for 4+ to 11 year olds.

Admission of children out of their normal age group

Any parent seeking a place for their child out of their chronological age group will need to apply in writing to the Admissions Team. The admission authority for the school must consider the circumstances of each case and make a decision in the best interests of the child. Where the application is accepted the child will be considered alongside all other applicants and in the rules below will be treated as "due to start school". Where the application is refused the parent will be offered the right of appeal unless a place can be offered in another year group.

The School's Minister has confirmed that a policy review is underway in relation to summer born children and any updates to the current position will appear on our website.

Admission arrangements can be subject to changes imposed by the Department of Education Schools Adjudicator. If any changes are made these will be highlighted on the School Admissions page of our website at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>. We will also ensure that the electronic version available on our website shows any changes as they occur.

Oversubscription rules for admission to Reception classes in community and voluntary controlled schools for children due to start school in September 2018

Norfolk County Council decides on the admissions policy for all schools except academies and foundation, trust, voluntary aided and free schools which set their own. You can find out the category of each school on the schools individual entry on SchoolFinder.

If there are more applications for places than there are places 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 or statement of special educational needs naming that school
2. are in public care or have been adopted from public care
3. live in the area served by the school and who have a sibling attending the school at the time of their admission
4. live in the area served by the school who have a brother or sister attending the feeder junior school
5. have a disability and live in the area served by the school (Appropriate professional evidence will be required to confirm the disability)
6. live in the area served by the school
7. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
8. live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission
9. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
10. live outside the area served by the school who have a brother or sister attending the feeder junior school
11. have a disability and live outside the area served by the school (Appropriate professional evidence will be required to confirm the disability)
12. 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
13. 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 "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.

NOTE: Criteria 7 only applies to schools which have a Specialist Resource Base on site. Feeder school priority will only apply in the first year of entry to the school.

Oversubscription rules for pupils transferring to community and voluntary controlled junior schools (Year 3) for children in their last year at an Infant or First school.

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

1. children with an EHCP or statement of special educational needs naming that school
2. children in public care or who have been adopted from public care who are due to transfer
3. children who are due to transfer, living in the area served by the school who have a brother or sister attending the school at the time of their admission
4. children who are due to transfer, living in the area served by the school who have no brother or sister connection with the school
5. children who are due to transfer and have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel).
6. children who are due to transfer, living outside the area served by the school who have a brother or sister attending the school at the time of their admission
7. children who are due to transfer, living outside the area served by the school and attend a feeder school at the opening date of the admission round.
8. 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
9. children who are due to transfer, living outside the area served by the school who have no brother or sister or feeder school connection with the school.
10. children attending primary schools with a brother or sister at the junior school
11. children attending primary schools with no brother or sister at the junior 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 "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.

Important Note

'School' is defined as the main school and not a learning support centre or nursery class attached to the school. This means that no priority would be given to a child from outside the catchment area who had either a brother or sister at the attached nursery class or in temporary or part-time attendance at the attached learning support centre. The address given on the application form will be used to decide the catchment school.

Children in their last year (Year 2) at an Infant or First School will be considered due to transfer. Children attending a primary school are considered as not due to transfer and therefore their applications have the lowest priority for a place even if they live in the catchment area of the school.

Feeder school priority will only apply in the first year of entry to the school.

NOTE: Criteria 5 only applies to schools which have a Specialist Resource Base on site.

Please note that the individual admission policies for academies and foundation, voluntary aided, trust, and free schools can be found on our website at www.norfolk.gov.uk/schoolfinder.

Oversubscription rules for pupils transferring to community and voluntary controlled secondary schools

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

1. children with a statement of special educational needs naming the school;
2. children in public care 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 who have been allocated a permanent place at a Specialist Resource Base attached to the school (Places allocated by Norfolk County Council's Placement Panel);
5. children who are due to transfer and live outside the area served by the school, who have an older brother or sister attending the school at the time of admission (but not the sixth form);
6. children who are due to transfer who live outside the area served by the school and attend a feeder school at the opening date of the admission round i.e. 8 September 2016;
7. children of staff at the school
8. a) where the 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
9. b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
10. 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 'crow fly' basis, using Ordnance Survey data. If following the

application of admission rules and distance two applicants cannot be separated for a final place at a school the authority will use random allocation to determine the priority for the remaining place.

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