



## Admissions Policy

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 midyear 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 60 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. 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. 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
8. live outside the area served by the school who have a brother or sister 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 feeder junior school
10. have a disability and live outside the area served by the school (Appropriate professional evidence will be required to confirm the disability)
11. 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
12. 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.

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/norfolkadmission-arrangements](http://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolkadmission-arrangements)

### **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.

### **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.

**Approved by:**

FGB

**Date:** February 2022

**Next review due by:**

February 2024