



Norfolk County Council

Norfolk County Council's determined Admission Arrangements to Schools in Norfolk for the School Year 2025/26

These admission arrangements were consulted upon during 31 October and 15 December 2023

These arrangements were determined by Norfolk County Council's Cabinet 10 January 2024

Date published: 23 February 2024

Introduction

Norfolk County Council is responsible for co-ordinating the admission arrangements for the normal year of entry for all schools situated within the County and is the Admissions Authority for Community and Voluntary Controlled Schools, determining the admission arrangements for these schools.

Norfolk County Council also co-ordinates in year admission applications for most schools within the County although there is no requirement to do this. A number of schools have opted out of the in year co-ordinated admission scheme and the up-to-date list of these schools is provided on our website: [Moving schools during the school year - Norfolk County Council](#)

Norfolk County Council's Admission Arrangements (First Admission to Reception, Transfer from Infant to Junior School and Transfer to Secondary School)

1. Parents are offered the opportunity to express up to four preferences.
2. All Norfolk parents will complete a common application form either online or by a paper form which must be returned direct to us at Norfolk County Council.
3. Any parents seeking to apply direct to Foundation schools, Voluntary Aided schools and Academies must be provided with a common application form inviting four preferences which must be forwarded to the Local Authority.
4. For first admission to school, details of the application process will be sent to parents using data supplied by Norfolk health authorities and Early Year Providers in accordance with the published timetable. For transfers to Junior or Secondary school, application packs will be sent to parents of all Norfolk children attending Norfolk state funded schools and applications will be invited online. Application forms will also be available on the County Council's website.
5. Closing date for applications will be as per the published timetable.

6. The governing bodies for Foundation, Voluntary Aided schools, Free Schools and the Trust for Academies manage their own admissions. If an own admission authority school is oversubscribed, details of all preferences cast for the school will be forwarded to the governing body/trust so that their oversubscription rules can be applied. Parents will be advised to complete a supplementary application form or forward appropriate additional information as required by those own admission authority schools where this is required to apply their oversubscription rules.
7. The County Council applies the published admission rules in the event of oversubscription at Community and Voluntary Controlled schools to prioritise all applications.
8. Applications for school places in other Local Authorities will be forwarded to the relevant authority in accordance with our timetable. Other Local Authorities will forward their applications which will be considered by the relevant Norfolk admission authority.
9. Academies, Foundation schools, Voluntary Aided and Free Schools are required to return all applications sorted in rank order to the County Council as per the timetable.
10. Other Local Authorities notify Norfolk of potential offers for their schools and Norfolk notifies potential Norfolk offers for their applications.
11. Where more than one place could potentially be offered the single offer will be for the school that the parent has ranked the highest. Lower ranked preferences will be withdrawn. This process will be undertaken until all potential duplicate offers are resolved.
12. Where no preference can be met, the County Council will, whenever possible, allocate a place at the next nearest school with a space to ensure an offer is made to all parents living in Norfolk.
13. Norfolk County Council will post offers of school places for all Norfolk schools via our online system for applicants who applied online or by second class post for those who applied via a paper application as per the timetable.
14. Parents will be advised of their right of appeal against any refusal and to whom their appeal should be lodged for each preference that is refused.
15. Norfolk County Council will make the final allocation of school places to be notified on offer day on the date identified in the timetable. Any changes after this date will be considered in a "mini" admission round which will be undertaken after the initial offer of places, as per the timetable.
16. We will ensure all admission authorities maintain a waiting list until 31 December 2025 for all Norfolk schools and co-ordinate any changes which occur after the offer date. Waiting lists will be maintained in strict over-subscription criteria order for each individual school. No waiting lists will be maintained after this date.
17. Late applications are considered a lower priority than all on time applications when offers are made on the offer date and for the mini admission round. After these initial allocations, applications will then be prioritised solely on the basis of the oversubscription criteria.

Norfolk County Council's Oversubscription criteria for Community and Voluntary 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 an Education, Health and Care Plan or Statement of special educational needs naming the school;
2. Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear, to the admission authority, to have been in state care outside of England and ceased to be in state care as a result of being adopted) children who are due to transfer and live in the catchment area;
3. 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);
4. children who are eligible for the service premium. A pupil is eligible for the service premium if:
 - a) one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service);
 - b) they have been registered as a 'service child' on the January school census at any point since 2016;
 - c) one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
5. children who are due to transfer and live outside the catchment area, 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 catchment area and attend a feeder school at the opening date of the admission round i.e., 13 September 2024;
7. children of staff at the school
 - 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
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
8. children who are due to transfer and live outside the catchment area.

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.

Norfolk County Council's Oversubscription criteria for Oversubscription criteria for admission to Reception classes in community and voluntary controlled schools for children due to start school in the school year 2025/26

If there are more applications for places than there are places available, the Local Authority will give priority 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. Children in care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear, [to the admission authority, to have been in state care outside of England and ceased to be in state care as a result of being adopted]) live in the catchment area and who have a sibling attending the school at the time of their admission
3. live in the catchment area who have a brother or sister attending the feeder junior school
4. have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability)
5. live in the catchment area
6. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
7. children eligible for the service premium. A pupil is eligible for the service premium if:
 - a) one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service);
 - b) they have been registered as a 'service child' on the January school census at any point since 2016;
 - c) one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
8. live outside the catchment area 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 catchment area who have a brother or sister attending the feeder junior school
11. have a disability and live outside the catchment area (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 catchment area

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.

Norfolk County Council's Oversubscription criteria for Oversubscription criteria 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, the Local Authority will give priority 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 care (looked after children) and children who were previously in care (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been in care, including those who appear, to the admission authority, to have been in state care outside of England and ceased to be in state care as a result of being adopted) children who are due to transfer, living in the catchment area who have a brother or sister attending the school at the time of their admission
3. children who are due to transfer, living in the catchment area who have no brother or sister connection with the school

4. 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).
5. Children eligible for the service premium. A pupil is eligible for the service premium if:
 - a) one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service);
 - b) they have been registered as a 'service child' on the January school census at any point since 2016;
 - c) one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
6. children who are due to transfer, living outside the catchment area 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 catchment area 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 catchment 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 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.

Additional Information on oversubscription rules

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

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.

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

Schools must give highest priority to looked after children and all previously looked after children, including those children who appear to have been in state care outside of England. Previously looked after children are those who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Catchment area

All community and voluntary controlled schools serve an area of streets, parishes or villages. You can check catchment information at www.norfolk.gov.uk/whereilive

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 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.

Disability

Disability will be defined using the definition contained in the Equality Act 2010. Not all schools give a priority on the grounds of disability but where they do, parents will need to provide documentary evidence of the child's disability for these to be considered.

Random Allocation

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

Waiting Lists

If we are unable to offer a place for an applicant at a preferred school(s), an alternative place will be offered. The parent will also be given the opportunity to appeal. We must also keep a waiting list until the end of December of all children who have been refused a place at a higher ranked school. If any places become available, all those who have expressed a preference for a place at that school will be considered, including those that have applied after the closing date. We will use the oversubscription rules to determine who can be offered any available places.

Deferred entry for the Reception Year

Parents and carers offered a place in the Reception Year for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Published Admission Numbers for the 2025/26 school year

Published Admission Numbers (PANs) for all schools in Norfolk for the school year 2025/26 are provided at: [Norfolk Schools and Learning Providers - Schoolfinder](#) where additional information is also available on the individual school

The PAN is the number of places a school can offer in the entry year group for that year.

Norfolk County Council's Admission Arrangements (First Admission to Reception, Transfer from Infant to Junior School and Transfer to Secondary School) Timetable 2025/26

Admission to Reception classes

Round opens: 23 September 2024

Round closes: 15 January 2025

Applications forwarded to other admission authorities: 7 February 2025

Applications returned by other admission authorities: 14 March 2025

Data exchange with other local authorities 14 - 21 March 2025

Co-ordination scheme applied (no further changes until after offer day): 2 April 2025

National Offer day: 16 April 2025

Late application closing date: 9 May 2025

Mini admission round to consider changes: 20 May 2025

Appeals closing date: 26 May 2025

Late appeals closing date: 3 June 2025

Appeals hearings: June/July 2025

Waiting lists maintained until: 31 December 2025

Transfer from Infant to Junior Schools

Round opens: 6 November 2024

Round closes: 15 January 2025

Applications forwarded to other admission authorities: 7 February 2025

Applications returned by other admission authorities: 14 March 2025

Data exchange with other local authorities 14 - 21 March 2025

Co-ordination scheme applied (no further changes until after offer day): 2 April 2025

National Offer day: 16 April 2025

Late application closing date: 2 May 2025

Mini admission round to consider changes: 14 May 2025

Appeals closing date: 26 May 2025

Late appeals closing date: 3 June 2025

Appeals hearings: June/July 2025

Waiting lists maintained to: 31 December 2025

Transfer to Secondary schools

Round opens: 11 September 2024

Round closes: 31 October 2024

Applications forwarded to other Local Authorities: 5 December 2024

Applications forwarded to other admission authorities: 5 December 2024

Applications returned by other admission authorities: 10 January 2025

Co-ordination scheme applied (no further changes until after offer day): 3 February 2025

Offer day: 3 March 2025

Late application closing date: 21 March 2025

Appeals closing date: 28 March 2025

Mini admission round to consider changes: 3 April 2025

Late appeals closing date: 22 April 2025

Appeals hearings: May/June 2025

Waiting lists maintained to: 31 December 2025

Norfolk's In Year Co-ordinated Admissions Scheme 2025/26

1. Parents seeking a Norfolk school place are offered the opportunity to express up to four preferences.
2. Parents will complete an in-year common application form that must be returned direct to the Admissions Team at Norfolk County Council.
3. Any parents seeking to apply direct to a school will be provided with an in-year common application form inviting up to four preferences which is then forwarded to the Admissions Team.
4. Closing date for applications will be as per the published timetable below.
5. Applications will be considered in advance of the published timetable where families can demonstrate that there are exceptional reasons why an earlier transfer is required. Where the Local Authority and the relevant admission authority accepts that there is sufficient evidence and all parties support an earlier transfer the application will be considered without delay.
6. Applications will be considered immediately when families have moved a distance which makes travel to the current school unreasonable (more than statutory walking distance from the current school and no existing home to school transport available to support continued attendance at the current school).
7. The Local Authority will contact preferred school(s) to check on availability of place(s). Where a Foundation school, Voluntary Aided school, Free School or

Academy has more applications than places available details of the preferences will be forwarded to the school to prioritise the applications using their published over-subscription rules.

8. The published admission limit only applies to the intake year at a school. However, this number will be considered for in year admissions unless a school is significantly undersubscribed. In this situation schools will be considered full in a year group when they reach an appropriate operational limit within their existing class organisation.
9. Academies, Foundation, Voluntary Aided and Free Schools must return all applications sorted in rank order to the County Council within 10 school days of the request.
10. The County Council applies the published admission rules in the event of oversubscription at Community or Voluntary Controlled schools to prioritise all applications.
11. Where more than one place could potentially be offered the single offer will be for the school that the parent has ranked the highest. Lower ranked preferences will be withdrawn.
12. Where no preference can be met, and the child is not already attending a local school, a place will be allocated at a school in accordance with Norfolk's Fair Access Protocol.
13. Norfolk County Council will send out offers of school places for Norfolk schools by second class post as per the timetable.
14. Parents will be advised of their right of appeal against any refusal and to whom their appeal should be lodged for each preference that is refused.
15. One application will be considered each academic year unless there has been a material change in the pupil's or family's circumstances.
16. No waiting lists will be maintained by the Local Authority as part of the in-year co-ordination scheme.
17. Own admission authority schools are not required to take part in the in year co-ordinated admission scheme and parent/carers can apply direct to these schools. Those not taking part in the scheme are listed on the Council's website. These schools are required to confirm to the Local Authority applications received and the decision made.

Timetable for In Year Admissions

We expect transfers to take place at the beginning of each school term and will only consider applications which are received by the Admissions team on or before:

- 31 October for a transfer at the beginning of the spring term (i.e., after Christmas)
- 28 (29) February for a transfer at the beginning of the summer term (i.e., after Easter)

- 31 May for a transfer at the beginning of the autumn term (i.e., after the summer holiday). Late applications will be accepted until 3 July for a transfer at the beginning of the autumn term (i.e., after the summer holiday)

Applications received after the specified dates will not be considered until the next closing date for admission.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Information on how to make an appeal will be provided in the letter refusing your child a school place

Relevant Legislation

The primary legislations and regulations most relevant to admissions decisions.

School Admissions Code 2021

School Admissions Appeals Code 2022

Equality Act 2010

Human Rights Act 1998

School Standards and Framework Act 1998

Education Act 1996