



Admissions Policy 2023

For admissions into school 2024/2025

This policy was approved by the Local Governing Body on:-	2023
The policy owner is:	Heather Avenue Infant School
This policy will be reviewed by the Local Governing Body in: (unless earlier review is recommended by the Trust)	2024
Policy Version:	V2
Signed by the Chair of the Local Governing Body:-	Mrs Sarah Smith
Ratified by the Board of Trustees	
Signed by the Chair of Trustee Board	

Admissions Policy 2024/2025

Heather Avenue Infant School follows Norfolk County Council's admission policy. The school has an intake number of 60 which means up to 60 reception children can start every year.

By law, children must start statutory education full-time at the beginning of the term following their fifth birthday.

Admissions Dates for September 2024 intake.

All parents of children born between 1 September 2019 and 31 August 2020 must be offered a full time place from September 2024. 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 academic year 2024/25 and no later than the beginning of the term after their 5th birthday.

Parents are required to choose their preferred choice of school and send this to the Local Authority in the year before their child starts school. Heather Avenue Infant School does not decide who does or who does not get a place as this is organised by the Local Authority.

The closing date for Reception Places for September 2024 is **15 January 2024**.

Parents will be informed of their place on 'Offer day'. Offer day is **16 April 2024** and Norfolk County Council will send letters by first class post on that day telling you at which school your child has been offered a place. If you have applied online you will also receive an email during that week.

How to make an application for a school place

Parents can register their preference either online (www.admissionsonline.norfolk.gov.uk) or by returning a form which can be downloaded from the same website or be collected from the school.

The closing date for Reception Places for September 2024 is **15 January 2024**.

Information about primary and infant schools in Norfolk can be found on the Norfolk admissions website or via the Admissions Information page on the school website. You can find out your catchment school at www.whereilive.norfolk.gov.uk and the map for Heather Avenue Infant School's catchment area is also on our school website.

A Parents' Guide to School Admissions by Norfolk County Council on the school's website under the admissions information section.

Over subscription rules for school places

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

- children with a statement of special educational needs naming that school
- children in public care who are due to start school

- children who are due to start school, living in the area served by the school who have a brother or sister attending the school at the time of their admission
- children who are due to start school, living in the area served by the school who have a brother or sister attending the adjoining Junior school
- children who are due to start school, living in the area served by the school with no brother or sister at that school or the adjoining Junior school
- children who are due to start school, living outside the area served by the school who have a brother or sister attending the school at the time of their admission
- children who are due to start school, living outside the area served by the school who have a brother or sister attending the adjoining Junior school
- children who are due to start school, living outside the area served by the school who have no brother or sister at that school or the adjoining 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. 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.

Resources and further information:

Norfolk County Council Admissions website and information;

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>

Information on schools in Norfolk;

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements>

Information on Reception admissions;

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/admission-to-reception-classes>

All of the above links and information can be found on our school website. Please click on the Information tab and choose Admissions.