

# Admissions Policy 2024/2025

Garrick Green Infant School

**Headteacher – Mrs Rebecca Dewing**

Revision: September 2024

Approved by the LAB : September 2024

Next revision: September 2025

**Admissions Policy 2024/2025**  
(including Reception 2025 intake)

Garrick Green Infant School follows Norfolk County Council's admission policy. The school has an intake number of 30 which means up to 30 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 2025 intake.**

All parents of children born between 1 September 2020 and 31 August 2021 must be offered a full time place from September 2025. 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 2025/26 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. Garrick Green 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 2025 is **15 January 2025**.

Parents will be informed of their place on 'Offer day'. Offer day is **16 April 2025** and Norfolk County Council will send letters by second class post on that day telling you at which school your child has been offered a place. If you have applied online, your online admission account will be updated on the morning of 16<sup>th</sup> April and you will receive an email during the day telling you the outcome of your application together with additional information.

### **How to make an application for a school place**

Parent can register their preference either online ([www.admissionsonline.norfolk.gov.uk](http://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 2025 is **15th January 2025**.

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.wherelive.norfolk.gov.uk](http://www.wherelive.norfolk.gov.uk) and the map for Garrick Green Infant School's catchment area is also on our school website.

You will find a link to A Parents' Guide to School Admissions by Norfolk County Council below.

### **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 an Education, Health and Care Plan 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.

### **Appeals**

If you are unable to get a place for your child at your preferred school, you will be offered an alternative place. You will also be given the opportunity to appeal. For further information on appeals please download the document: [parents guide to admissions in Norfolk](#)

and you will find appeals information on page 32

### **Resources and further information:**

Norfolk County Council Admissions website and information:

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