



Arden Grove Infant and Nursery School Admissions Policy 2025-26

The Board of Trustees, CEO and Strategic team are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work.

This policy was created and ratified by the Trust Board in:	
The policy owner is:	Joshua Cook
This policy will be reviewed by the Trust Board in: (unless earlier review is recommended by the Trust)	September 2026
Policy Version:	V3
Signed by the Chair of the LAB for Arden Grove Infant and Nursery School	Rebecca Lamb

Admissions Policy 2025/2026

Arden Grove Infant and Nursery 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 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. Arden Grove Infant and Nursery 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 2026 is **15 January 2026**.

Parents will be informed of their place on 'Offer day'. Offer day is **16 April 2026** 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 2026**.

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 Arden Grove Infant and Nursery 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 as well as on the school website.

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 who are due to start school and:

1. attend the nursery attached to the school.
2. have an EHCP or statement of special educational needs naming that school
3. children in public care, have been adopted from public care or adopted from abroad who are due to transfer
4. live in the catchment area and who have a sibling attending the school at the time of their admission
5. live in the catchment area who have a brother or sister attending the feeder junior school
6. have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability)
7. live in the catchment area
8. have been allocated a place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
9. children eligible for the service premium.
A pupil is eligible for the service premium if: 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); they have been registered as a 'service child' on the January school census at any point since 2016; 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.
10. 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
11. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
12. live outside the catchment area who have a brother or sister attending the feeder junior school
13. have a disability and live outside the catchment area (Appropriate professional evidence will be required to confirm the disability)
14. children of staff, 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 the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage

15. 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.

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.