

Admissions Policy

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 E&SI Committee in:	August 2026
The policy owner is:	Strategic Leads
This policy is:	Trust Wide policy (standard) / Statutory Policy
This policy is to be published on the:	Website (for external visibility)
This policy is based on:	NCC Admissions Arrangements
This policy will be reviewed by the Trust Board/Committee in: (unless earlier review is recommended by the Trust)	Annually
Policy Version:	V1.0
Signed by the Chair of the Board of Trustees (for Trust Policies)	John Smith

1. Introduction and Aims

Norfolk County Council (the Local Authority) is the admissions authority for the schools within the Trust. This policy sets out the formal arrangements for allocating places in a manner that is fair, clear, objective, and fully compliant with the Department for Education's School Admissions Code, the School Admission Appeals Code, and Norfolk County Council's co-ordinated admissions scheme.

2. Statutory Entry Regulations & Key Cohorts

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

- Reception Entry: Parents of children born between 1 September 2022 and 31 August 2023 must apply for a full-time place from September 2027. Parents are entitled to request part-time attendance or defer admission within the 2027/28 academic year, provided the child starts full-time no later than the beginning of the term after their fifth birthday.
- Junior Transfer (Year 3): Children born between 1 September 2019 and 31 August 2020 currently attending an infant school are due to transfer to a junior school for September 2027.
- Secondary Transfer (Year 7): Children currently in Year 6 will transfer to high school for September 2027.

3. Application Deadlines and Process

All applications must be made through Norfolk County Council using the Common Application Form or via the online admissions portal (www.admissionsonline.norfolk.gov.uk)

Entry Round	Application Closing Date	National Offer Day
Secondary Transfer (Year 7)	31 October 2026	1 March 2027
Reception & Junior (Year 3)	15 January 2027	16 April 2027

Please Note: Late applications will not be processed by Norfolk County Council until all on-time applications have been coordinated, which significantly reduces the likelihood of securing a place at a preferred school.

4. Planned Admission Numbers (PAN)

The agreed intake numbers for entry in September 2027 are established as follows:

- Acle Academy – PAN of 142
- Alderman Peel High School – PAN of 105
- Arden Grove Infant & Nursery School – PAN of 45
- Burnham Market Primary School – PAN of 15
- Firside Junior School – PAN of 90
- Garrick Green Infant School – PAN of 30
- Heather Avenue Infant School – PAN of 30
- Hellesdon High School – PAN of 225
- Kinsale Infant School – PAN of 30
- Kinsale Junior School – PAN of 45
- Lodge Lane Infant School – PAN of 60
- Wells-Next-The-Sea Primary & Nursery School – PAN of 30

5. Oversubscription Criteria

Children with an Education, Health and Care Plan (EHCP) naming the specific school will be allocated a place before any other applications are prioritised.

If there are more applications than available places, Norfolk County Council will allocate remaining spaces in accordance with the following rules in strict order of priority:

1. Looked After Children (LAC) and all Previously Looked After Children, including those who appear to have been in state care outside of England and ceased to be so as a result of being adopted.
2. Siblings: Children living at the same address who have a brother or sister attending the school (or the adjoining/designated feeder school) at the time of admission.
3. Catchment Area with Feeder Status: Children living within the designated catchment area served by the school who attend a designated feeder school.
4. Catchment Area: Children living within the designated catchment area served by the school.
5. Outside Catchment Area with Feeder Status: Children living outside the designated catchment area who attend a designated feeder school.
6. 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 a school census in the past 6 years
 - 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
 - d) one of their parents is in the armed forces of another nation and is stationed in England

7. Children of Staff: Children of staff members where:
 - The member of staff has been employed at the school or within the trust for two or more years at the time the application is submitted, OR
 - The staff member is recruited to fill a vacant post with a demonstrable skill shortage.
8. Other Applicants: Children who live outside the catchment area.

Tie-Breaker Procedure

If applicants cannot be separated within any specific criterion, priority is given to children living nearest to the school. Distance is measured in a straight line ("as the crow flies") using Ordnance Survey data from the post office address point of the property to the main front gates of the school. If two or more applicants remain identical after distance measuring, a random selection supervised by an independent party will determine allocation.

6. Waiting Lists

Where an application is unsuccessful in the normal admissions round, Norfolk County Council will add the child's name to the school's waiting list. Positions on the waiting list are determined solely by the oversubscription criteria listed above, completely disregarding the length of time a child has been on the list [cite: 5]. Waiting lists for the September 2027 intake will be maintained by the Local Authority until 31 December 2027.

7. Admission Outside a Chronological Age Group

Parents may request that their child be educated out of their normal chronological age group (e.g., if the child is gifted, has missed significant education due to ill health, or is a summer-born child deferring Reception entry). Requests must be made in writing to the school alongside the main application, backed by relevant professional, medical, or developmental evidence. The school will consider each case individually based on the individual circumstances and the best interests of the child.

8. In-Year Admissions

Applications for a school place outside the normal admissions round must be submitted directly via the Norfolk County Council In-Year Admissions process [cite: 5]. If a vacancy exists within the requested year group, a place will be offered, unless statutory reliefs apply regarding challenging behaviour under the Fair Access Protocol.

9. Appeals

If an application is refused, parents/carers hold a statutory right to appeal to an Independent Appeals Panel. The timetable for appeals is stated within Norfolk County Council Admission Arrangements for the Year 2027/2028 – this can be found at:

<https://www.norfolk.gov.uk/article/38202/Norfolk-admission-arrangements>

Appeals must be submitted in writing, setting out the formal grounds of appeal, within at least 20 school days from the date of the refusal notice. For more information please refer to Norfolk County Council School admission appeals: <https://www.norfolk.gov.uk/schoolappeals>