



In Year Admissions – Additional Guidance to Parents

Full details of our policies and procedures are provided in our Parent Guide to Admissions to Schools in Norfolk and on our website www.norfolk.gov.uk/admissions

If your child has been offered a place at one of your preferred schools

The Headteacher of the school where your child has been offered a place will be sent a copy of the enclosed letter and will contact you within 5 school days to arrange the first date of attendance for your child.

If we have been unable to offer you a place at one of your preferred schools the Authority is required to make an offer of a place at an alternative school. This school is the nearest school with places available and represents the only offer the Authority will make.

You must also notify the Headteacher of your child's current school that your child will be starting at a new school.

If your child has been refused a place at any of your preferred schools

You have the right to appeal against the decision of the Admission Authority to refuse your child a place. If this is your wish you must email admissions@norfolk.gov.uk confirming your intention to appeal. Alternatively, you can write to: The Admissions Team, County Hall, Norwich, NR1 2DH. Please include your child's name, date of birth and the school you wish to appeal for in your request. Your intention to appeal should be made within two weeks of the date of the decision letter. Do not include the reasons for your appeal when stating your intention. The Admissions Authority will send an appeal form for this purpose together with notes on the conduct of school admissions appeals. Appeals must be heard within 30 school days from the date the 'appeals form' is received at this office. If your appeal is for a place at a Voluntary Aided School, Foundation School or Academy your appeal request will be passed to the Headteacher of the school concerned.

National Statistics show that 2 out of 3 appeals are not successful. **For appeals subject to restrictions imposed by Infant Class size legislation, Norfolk's statistics show that almost all are unsuccessful.**

Whilst any appeal is pending, your child must attend school, either at their current school or at the school offered by the Local Authority.

Home to School Transport

You need to consider how your child will get to school. The offer of a school place does not necessarily mean that transport will be provided.

The County Council must provide free transport for children attending their nearest or nearest catchment school and living more than the qualifying distance from the school measured by the shortest available walking route.

The qualifying distances are:

- Over 2 miles for pupils aged under 8
- Over 3 miles for pupils aged 8 and over (Ages are taken on 1 September in each school year)

Additional information and guidance concerning home to school transport can be obtained from our Customer Services Centre on 0344 800 8020. The policy is also available at all Norfolk Schools or the Travel and Transport website www.norfolk.gov.uk/schooltransport.

Fair Access Protocol

All local Authorities are legally required to have in place Fair Access Protocols to ensure all children who do not have a school place are able to have access to one. The main principle of Norfolk's Fair Access protocol is that pupils must be placed in a local school where they do not already have a school place and within reasonable distance of the child's home.

Norfolk's Fair Access protocol operates when the in-year admissions process has failed to secure a school place for a Norfolk pupil.

The protocol aims to offer a place at a suitable mainstream school as quickly as possible and with equitable distribution of pupils being made between schools. However, there may be occasions when this is not possible, and a place may be offered at alternative provision. For Secondary schools Fair Access Panel meetings are held to determine the appropriate educational provision for the child. The decision from these meetings will represent the offer made to the parent by the Local Authority. Parents have the right to appeal to their preferred school but not against the decision made by the Fair Access Panel.

Free School Meals

Your child will be entitled to free school meals if you receive one of the following benefits.

- Income Support
- Income Related Employment Support Allowance
- Income Based Job Seekers Allowance
- Guaranteed Pension Credit
- Child Tax Credit and your income (as calculated by the Inland Revenue) is less than £16,190
- 28 Day Working Tax Credit run on
- Universal Credit - if your net income is below £7,400 per year. With the roll out of Universal Credit to replace other income-based benefits some pupils will have protection. (Please see the full details available in our Parents' Guide).
- Receiving support under Part VI of the Immigration and Asylum Act of 1999

If your child attends a Norfolk school and you have a current entitlement this can be transferred to the new school.

If you think you are entitled and would like to apply you need to complete an application form which is available from your child's school, from our website (www.norfolk.gov.uk), by calling 0344 800 8020 or you can apply on line at: www.norfolk.gov.uk/education-and-learning/schools/school-meals-and-milk

Schools receive additional resources to support teaching and learning based on the number of children who are entitled to free school meals, so if you are entitled, but your child does not take a free meal at school it is still worth applying.

All children attending Reception, Year 1 and Year 2 are offered a free school meal as part of the Government's Universal Free School Meals for Infants programme. If you receive a benefit that gives entitlement to Free School Meals the school can also get additional funding, but you must apply so that we can confirm this to the Headteacher.