

APPENDIX D 2025/26 - Admission arrangements for Community and Voluntary Controlled schools

Norfolk Admission Arrangement 2025/26

Oversubscription rules for Community and Voluntary Secondary Schools

If there are more requests for places than places available, the Authority will admit children in the following order of priority:

1. children with an Education, Health and Care Plan or Statement of special educational needs naming the school;
2. children in public care, have been adopted from public care or adopted from abroad who are due to transfer;
3. children who are due to transfer and live in the catchment area;
4. children who are due to transfer who have been allocated a permanent place at a Specialist Resource Base attached to the school (Places allocated by Norfolk County Council's Placement Panel);
5. 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 the January school census at any point since 2016;
 - 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.
6. children who are due to transfer and live outside the catchment area, who have an older brother or sister attending the school at the time of admission (but not the sixth form);
7. children who are due to transfer who live outside the catchment area and attend a feeder school at the opening date of the admission round i.e., 13 September 2024;
8. children of staff at the school
 - a) where the 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
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
9. children who are due to transfer and 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. 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.

Oversubscription rules for admission to Reception classes in community and voluntary controlled schools for children due to start school in the school year 2025/26

If there are more applications for places than there are places available, the Local Authority will give priority 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. have an EHCP or statement of special educational needs naming that school
2. children in public care, have been adopted from public care or adopted from abroad who are due to transfer
3. live in the catchment area and who have a sibling attending the school at the time of their admission
4. live in the catchment area who have a brother or sister attending the feeder junior school
5. have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability)
6. live in the catchment area
7. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
8. children 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 the January school census at any point since 2016;
 - 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.
9. 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
10. live outside the area served by the school who have a brother or sister attending the school at the time of their admission
11. live outside the catchment area who have a brother or sister attending the feeder junior school
12. have a disability and live outside the catchment area (Appropriate professional evidence will be required to confirm the disability)
13. children of staff
 - a) 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
 - b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
14. 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.

NOTE: Criteria 7 only applies to schools which have a Specialist Resource Base on site.

Feeder school priority will only apply in the first year of entry to the school.

Oversubscription rules for pupils transferring to community and voluntary controlled junior schools (Year 3) for children in their last year at an Infant or First school.

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

1. children with an EHCP or statement of special educational needs naming that school
2. children in public care, have been adopted from public care or adopted from abroad who are due to transfer
3. children who are due to transfer, living in the catchment area who have a brother or sister attending the school at the time of their admission
4. children who are due to transfer, living in the catchment area who have no brother or sister connection with the school
5. children who are due to transfer and have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council’s Placement panel).
6. Children 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 the January school census at any point since 2016;
 - 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.
7. children who are due to transfer, living outside the catchment area who have a brother or sister attending the school at the time of their admission
8. children who are due to transfer, living outside the catchment area and attend a feeder school at the opening date of the admission round.
9. children of staff
 - a) 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

b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage

10. children who are due to transfer, living outside the catchment area served by the school who have no brother or sister or feeder school connection with the school.

11. children attending primary schools with a brother or sister at the junior school

12. children attending primary schools with no brother or sister at the 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.

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.

Important Note

'School' is defined as the main school and not a learning support centre or nursery class attached to the school. This means that no priority would be given to a child from outside the catchment area who had either a brother or sister at the attached nursery class or in temporary or part-time attendance at the attached learning support centre. The address given on the application form will be used to decide the catchment school.

Children in their last year (Year 2) at an Infant will be considered due to transfer. Children attending a primary school are considered as not due to transfer and therefore their applications have the lowest priority for a place even if they live in the catchment area of the school.

Feeder school priority will only apply in the first year of entry to the school.

NOTE: Criteria 5 only applies to schools which have a Specialist Resource Base on site.