



Admissions Policy (Norfolk County Council)

Date	Review Date	Coordinator	Nominated Governor
Spring 2024	Spring 2025	Headteacher	All Governors

Pupil Admission Number at Hillcrest Primary School

Hillcrest Primary 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 Reception Class

All parents of children born between 1 September and 31 August must be offered a full time place from September following their 4th birthday. 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 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 by January in the year before their child starts school. **Hillcrest Primary School does not decide who does or who does not get a place as this is organised by the Local Authority.** Parents will be informed of their place on 'Offer day' in April. 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 on the same day.

Applications

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. Information about primary schools in Norfolk can be found on the Norfolk admissions website. You can find out your catchment school at www.wherelive.norfolk.gov.uk

Additional information about starting at a new school can be found at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>

Over subscription rules

If there are more applications for places than there are places available, County will give preference to children living nearest to the school, according to the following rules in this 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: 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. 9 September 2022;
8. children of staff at the school 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 children who are due to transfer and live outside the catchment area;
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.

Important notes

'School' is defined as the main school and not the Children's 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. The address given on the application form will be used to decide the catchment school. By law, children must start statutory education full time at the beginning of the term following their fifth birthday. If your request for a place at Hillcrest Primary School is unsuccessful, parents have the right of appeal. Parents should contact the Local Authority if this applies.

Admissions into other year groups

It is generally agreed that, unless there are exceptional reasons why a child should move immediately, it is in the best interests of children and schools for school transfers to take place at the beginning of a new term. In Norfolk where a parent makes an application to change their child's school during the school year it will normally be considered by the Admissions Team in line with the following timetable:

- If they receive an application between 5 July - 31 October, the new school start date is Spring term in January (after Christmas)
- If they receive an application between 1 November - 28/29 February, the new school start date is Summer term (after Easter)
- If they receive an application between 1 March - 31 May, the new school start date is Autumn term in September (after the summer holidays)

This guidance does not apply where a family has moved a significant distance from their previous home address that makes travel to their current school unreasonable. In this case, the Admissions Team will process the application as soon as it is received. The Local Authority will make a decision as to whether or not there is a place at the school in the appropriate year group.

Headteacher:		Date:	
Chair of Governing Body:		Date:	