

**Norfolk County Council  
Children's Services Department  
(School Admissions)**

**MEMORANDUM**

<b>From:</b> Admissions	<b>To:</b> Headteacher
<b>Contact:</b> Karen Davidson	
<b>Telephone:</b> 01603 223867	<b>Date:</b> September 2012

**First Admission to school – School Year 2013/14**

Children born between 1<sup>st</sup> September 2008 and 31<sup>st</sup> August 2009 are due start Reception classes from September 2013.

Parents are encouraged to apply on line at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk) and all online applications will be acknowledged by email. Further information is available at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions) or by phoning 0344 800 8020. Paper application forms can also be obtained by telephoning 0344 800 8020.

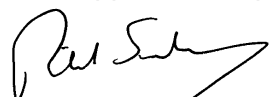
Parents must apply between 1<sup>st</sup> October 2012 and 15<sup>th</sup> January 2013. Late applications will not be considered until all on time applications have been allocated.

**I would be grateful if you would:**

- Please display the poster included and publicise the procedure for first admissions
- Inform parents that a copy of our Parents' Guide is available on the website [www.norfolk.gov.uk/schooladmissions](http://www.norfolk.gov.uk/schooladmissions) A printed copy can be requested through our Customer Service Centre 0344 800 8020
- Parents can apply online at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk)
- Please ensure that all parents apply on line or return an application form to Norfolk County Council which can requested from our Customer Service Centre on 0344 800 8020 regardless of whether they have registered with the school, have siblings attending the school of their preference, or whose children attend a nursery attached to the school.
- Please could you advise parents that applications received after 15<sup>th</sup> January 2013 will be treated as late and will not be considered until places for all on time applications have been allocated.
- If you have any queries relating to the first admission process in the first instance please contact Karen Davidson on 01603 223867.

The closing date for application forms is the 15<sup>th</sup> January 2013 and it is important that parents complete and return the application form by this date.

Your support in this process is much appreciated.



Richard Snowden  
Head of Admissions