

**NORFOLK COUNTY COUNCIL  
EDUCATION DEPARTMENT  
PUPIL ACCESS AND COMMUNITY SERVICES  
(Admissions Section)**

**FROM: Head of Admissions**  
(Contact Angie Raven)

**TO: Headteachers**  
**First, Infant & Primary Schools**

**Date:** 22<sup>nd</sup> January 2004

**Telephone** (01603) 224383

---

**FIRST ADMISSION - SCHOOL YEAR 2004/2005  
TIMETABLE AND NOTES FOR GUIDANCE**

I attach a timetable for First admissions for the School Year 2004/2005. You are required to inform the Admissions Section if all pupils seeking admission cannot be accommodated (see additional notes for guidance on procedure). This must be done immediately after ***Friday, 19 March 2004***.

When schools become over-subscribed, the purpose of the timetable is to allow sufficient time for the LEA to determine who will and who will not be offered a place. Those parents refused a place have the right of appeal. 'Appeal Panels', therefore, need to meet, make their decisions and schools need to be informed of those decisions before the start of the Summer Holidays.

All parents need to be made aware of admissions law and the impact this has when making their preference for a particular school. This is made clear within the LEA's publication, ***'A Parent's guide to primary schools in Norfolk' School Year 2004/2005*** which can be accessed electronically on the Authority's web site (<http://www.norfolkesinet.org/>). A supply of these booklets, which are green in colour, was sent to you towards the end of the Autumn Term, but additional copies can be sent to the school if any parent has not already seen this information and does not have ready access to the Internet.

Even if you are able to accommodate all those pupils whose parents have registered an interest in a place, will you please complete the attached return immediately after 19 MARCH 2004. For information purposes only, I will also require you to attach a list of the names, dates of birth and addresses of those children who you intend offering places to. All offers of places must be made on Friday 7 May 2004. When discussing possible alternative schools with parents who have been refused their preferred school, it is important that they are advised correctly of those schools where places still exist. Only with reference to your return, can the Admissions Section staff reliably suggest alternative schools for parents' consideration.

Some schools have already drawn to our attention possible difficulties concerning 'first admission' in their locality. If your school already has more requests than your published admission limit or you feel you are likely to become over-subscribed please notify this office of the situation as soon as possible.

*On behalf of*  
Richard Snowden  
Head of Admissions