

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

**FROM: Head of Admissions**

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

Ady Barney 01553 669204

Sue Mangan 01553 669224

Date: 31 January 2003

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**FIRST ADMISSION - SCHOOL YEAR 2003/2004  
TIMETABLE AND NOTES FOR GUIDANCE**

I attach a timetable for First admissions for the School Year 2003/2004. 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, 28 March 2003***

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.

To ensure that parents recognise the importance of registering their child for first admission, the LEA intends to broadcast on Radio Broadland and K.L.F.M. (Kings Lynn) the date by which they must have done so, ***Friday, 28 March 2003***. The radio campaign will begin the week after the Spring Half Term.

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, ***'Primary Schools Information for Parents' School Year 2002/2003*** which can be accessed electronically on the Authority's web site ([www.esinet.norfolk.gov.uk](http://www.esinet.norfolk.gov.uk)). A supply of these booklets, which are apricot in colour, was sent to you around the Autumn Half 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, I should be grateful if you would complete the attached return immediately after 28 MARCH 2003. **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 on Friday 9 May 2003.** 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.

/Continued....

(2)

Some schools have already drawn to our attention possible difficulties concerning 'first admission' in their locality. If, at this stage, it is clear that problems will be encountered or even if you feel that there could be difficulties in accommodating all registered pupils, then do share your concern with the Admissions Section as soon as practicable.

*On behalf of*  
Richard Snowden  
Head of Admissions

## **FIRST ADMISSIONS - SCHOOL YEAR 2003/2004** **TIMETABLE AND NOTES FOR GUIDANCE**

### **ACTION**

1. Headteachers of all First, Infant and Primary schools to record the names, d.o.b. and addresses of children whose parents are seeking admission to the school during the School Year 2003/04.
  2. Headteachers can find it helpful to write to parents during February to ask them to re-affirm their interest in a place at the school to gain a better idea of numbers and likelihood of over-subscription.  
**Please do not commit or indicate in any way that a place will be available at this time**
  3. (i) When registrations **have exceeded** the published intake limit set for the year and **cannot be accommodated** schools send to this office a detailed list of children as required (**see notes for guidance**).
  - (ii) When registrations **have not exceeded** the published intake limit schools are **still required** to send to this office **a full and detailed list** of those children it intends to offer places to on **Friday 9 May**
  4. (i) If all pupils **can** be accommodated – **Schools notify parents that a place will be available for their child and the term in which he/she will be admitted.**
  - (ii) If all pupils **cannot** be accommodated - **The Admissions Section notifies parents:-**
    - (a) who are to be offered a place;
    - (b) who are to be refused a place and offering them the opportunity to discuss admission to an alternative school
- NB: The Admissions Section will advise parents of their right of appeal.**
5. Last date for receipt at this office of formal appeals for admission to preferred school or it will be assumed that parents are content for their child to attend an alternative school.
6. Appeals Hearings scheduled.

### **DATE**

Headteachers will, no doubt have adopted this procedure whilst receiving names over the past months.

### **ON-GOING**

### **FEBRUARY 2003**

**IMMEDIATELY AFTER  
FRIDAY, 28 March 2003**

**IMMEDIATELY AFTER  
FRIDAY, 28 March 2003**

**FRIDAY, 9 May 2003**

**FRIDAY, 9 May 2003**

**FRIDAY, 30 MAY 2003**

**JUNE/JULY 2003**

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# Norfolk County Council

To be returned to:-

Admissions Section  
Education Advice Centre West  
St Margaret's House  
St Margaret's Lane  
KING'S LYNN  
PE30 5DR

**ON FRIDAY, 28 MARCH 2003**

**SCHOOL:** .....

Max. Intake Limit 2003/2004

**(A)** Recorded number of pupils seeking admission during the academic year 2003/2004

**(B)** I am **able/unable** to accommodate all requests

(If unable to accommodate all requests, please see the accompanying  
**Notes for Guidance.**)

Signed: .....Headteacher

**PLEASE REMEMBER TO ATTATCH YOUR LIST OF CHILDREN**

## **COUNTY FIRST ADMISSIONS POLICY & PROCEDURE - SCHOOL YEAR 2003/2004**

In line with the Council's policy for first admission to school, parents ought to be advised of the date/term in which their child is to be admitted and whether it will be full or part-time.

Parents may request to defer the admission of their child up to the beginning of the term following their 5th birthday. The law does not require a child to start school until the start of the term following the child's fifth birthday. The date compulsory school age is reached is determined by dates set by the Secretary of State for the Autumn Spring and Summer Terms. These are 31 August, 31 December, and 31 March.

It must be remembered that children can only be admitted during the School Year in which they attain the age of 5 years. However, those children who reach the age of 5 after 31 March and where parents decide to defer admission until the following September cannot be guaranteed a place in what will then be, Year 1 at the school. It is likely that the last practical point of entry for most schools will be the beginning of the Summer Term (i.e. immediately after the Easter Holiday)

**MORE DETAILED GUIDELINES ON THE APPLICATION OF THE POLICY WILL SHORTLY BE PROVIDED BY THE DEPARTMENTS EARLY YEARS CO-ORDINATORS**

### **PUPILS RESIDING OUTSIDE THE AREA SERVED BY THE SCHOOL**

Parents residing 'out of area', providing the intake limit is not exceeded, can be offered admission. They must be offered places on the same terms as those who reside within the designated area. It is essential, however, that these parents **should be informed in writing** that they must accept full responsibility for transporting their child to and from school and for any transport costs they incur.

Parents **must also be informed** that admission to the school will not influence allocation to Junior/Middle/Secondary School at the age of transfer which will be carried out in accordance with the Education Committee's policies applying at that time.

### **REQUESTS FOR PLACES IN EXCESS OF SCHOOL'S INTAKE LIMIT WHICH CANNOT BE ACCOMMODATED**

Where it is evident that the school is unable to accommodate all the requests for places received from parents as the number exceeds the published intake limit **letters to parents must not be sent from the school.**

In these instances, the information required overleaf should be submitted to **the Admissions Section at St Margaret's House, King's Lynn.**

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***This information should be separated into 7 sections as follows:-***

1. The names, dates of birth and addresses of those children who you know hold, or are about to hold, a statement of Special Educational Need.

***Names, dates of birth and addresses of those children who reside within the designated area and:***

2. Have a sibling attending the school at the time of their admission.
3. Have a sibling attending the adjoining Middle/Junior School (if applicable)
4. Have no sibling connection with that or the adjoining Middle/Junior School.

***Names, dates of birth and address of those children who reside outside the designated area and:***

5. Have a sibling attending the school at the time of their admission.
6. Have a sibling attending the adjoining Middle/Junior School.
7. Have no sibling connection with that or the adjoining Middle/Junior School (if applicable).

I hope that these notes will be useful to you but if you require further assistance or information please telephone either Sue Mangan ☎ 01553 669224 or Ady Barney ☎ 01553 669204.