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Your ref:  
My ref: PACS/HGo02/LR

8 February 2005

Dear Colleague

I am the newly appointed Deputy Head of Admissions and write to inform you that the proposed admission arrangements for Community and Voluntary Controlled Schools and details of the co-ordination schemes for primary and secondary schools for September 2006 were made available to all schools in the e-courier number 120 dated 28 January 2005. The proposals can be viewed on-line at [www.norfolkesinet.org.uk/pages/viewpage.asp?unqid=3555](http://www.norfolkesinet.org.uk/pages/viewpage.asp?unqid=3555) where the on-line consultation form is also available for your comments.

The key changes proposed for September 2006 are:

- Co-ordination of in-year (or casual) admissions to high schools
- Determining distances by straight line or "crow fly" calculation rather than safe walking distance.
- Increasing school involvement in the administration of co-ordinated admission rounds.

In order to provide parents with a fair and consistent experience of school admissions in Norfolk, I would be grateful if you could consider the following suggestions;

1. The authority is concerned that because some footpaths are not being recorded accurately in Ordnance Survey data, a small but increasing number of inaccurate distance calculations are being identified each year. It is felt that the best way to ensure fairness in calculating distances would be to change to straight line or "crow fly" calculations which is a highly

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accurate and objective method of calculating distance. In order to maintain a consistent approach to distance measuring throughout the county, I would ask that your school gives strong consideration to using straight line distance measurement if it does not do so at present.

2. The proposals contain significant change to in-year admissions in order to meet the clear expectations set out in the 2003 Code of Practice on School Admissions for the allocation of children seeking a school place outside the normal admission round when some schools are full. Those expectations seek to ensure all schools play a part in accommodating those children. To facilitate this process Community and VC schools will not hold waiting lists after 30 September and this should help to reduce the pressure of admitting pupils moving into their area in oversubscribed schools. Again in order to ensure consistency for parents I would ask your school to consider not holding waiting lists for places after the co-ordination date of 30 September.

If you should have any queries on the above, please contact me.

Yours sincerely

Hayley Goodson  
**Deputy Head of Admissions**