

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

**FROM: Head of Admissions**

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

Louise Pettitt Ext 2593  
Eric Clarke Ext:4382

Date: January 2002

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**FIRST ADMISSIONS SCHOOL YEAR 2002/03  
TIMETABLE AND NOTES FOR GUIDANCE**

I attach a timetable for First admissions for the School Year 2002/03. You are requested 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, 15 March 2002**.

In those incidences where schools become over-subscribed, the purpose of the timetable is to allow sufficient time for Appeals to be prepared, Appeals Panels to meet and make their decisions and schools to be informed of those decisions before the start of the Summer Holidays.

It is recognised that some parents do not realise the importance of registering their child for admission early enough making it difficult for a school to predict if it is likely to be oversubscribed before the new School Year begins. In these circumstances, planning becomes difficult for the school and parents risk disappointment if their local 'designated' school has committed places to capacity before they finally decide to register their child. For this reason, the LEA intends to broadcast on Radio Broadland and K.L.F.M. (Kings Lynn) the date of **Friday, 15 March 2002** by which time parents should have registered their child for admission during the School Year 2002/2003.

Wherever possible it will also be made clear to parents that the LEA cannot guarantee a place in the local designated school if parents do not express a positive preference for the school. It is no longer possible for the LEA to save a place at a child's designated school in the event of parents expressing a positive preference for another school and being unsuccessful in obtaining a place. Where a school is over-subscribed, those who live within the designated area and who express a preference for their designated school are given priority when allocating places. But parents living outside the designated area who express a preference for that school must come ahead of those within the designated area who have expressed no preference or whose positive preference is for another school.

Even if you were able to accommodate all those pupils who have registered an interest in a place, it would be most helpful if you could complete the attached return **immediately after 15 MARCH 2002**. 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 Admissions Section staff reliably suggest alternative schools for parents' consideration.

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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