



Admissions Policy Statement

(Excluding Nursery)

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Approved by: Finance and Premises Governing Body on 3 Oct 2024

Please also see the Norfolk County Council Admissions website for:

- [Admissions to reception classes](#)
- [Moving Schools during the school year](#)

Aims

- To settle the children into the school environment as quickly and as happily as possible.
- To enable staff to plan together for the learning needs of all the children in the class throughout the year.

Admission to the School

Admission to the school is based on the academic year running from 1st September to 31st August.

All eligible children for the Reception year may start full time school during the academic year in which their fifth birthday falls. It is a legal requirement for children to be in full time schooling in the term following their fifth birthday.

How to apply for a Reception School Place

Parents are required to choose their preferred choice of school and send this to the Local Authority in the year before their child starts school.

Queen's Hill Primary School does not decide who does or who does not get a place as this is organised by the Local Authority. Pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

[Find out more about admissions from Norfolk County Council](#)

You will receive an offer for a school place directly from your local authority.

Allocation of school places

The school has an agreed admission number of 90 pupils for entry in Reception.

Oversubscription criteria

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. those children who have an EHCP naming Queen's Hill Primary School
2. those children who are in public care or adopted
3. those within the designated area of the school and have a sibling at the school at the time of admission

4. those who have a parent who has been employed at the school for 2 or more years at the time at which the application for admission to the school is made
5. those outside the designated area with siblings in the school
6. those outside the designated area

Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Kestrel Avenue. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

In-year Transfers

Entry into school at any time other than admission to reception is known as an 'in-year transfer'. This could be a move between Norfolk schools or a move to a Norfolk school from a school in a different area. Visits to our school are welcomed and encouraged; appointments should be made via the school office. (01603 746857)

Formal application for an 'in-year transfer' should be made to Norfolk County Council using their [on-line application tool via their website](#) or by telephone on 0344 800 8020

Under no circumstances should you withdraw your child from their current school before an alternative school place has been allocated.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Norfolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Monitoring

This policy will be updated annually during the autumn term, taking into account projected staffing and pupil numbers in relation to the organisation of the school as a whole.