

**Hillside Primary School**

# **Admissions Policy**



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## Admissions Policy

Norfolk County Council decides on the admissions policy for Hillside Primary School as it is a Community School.

### How do I apply?

You can either apply online [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk), complete a paper application available online [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions), or request a paper application form from Customer Services on 0344 800 8020.

For in Year admissions you can apply online [www.online.norfolk.gov.uk/inyearschooldadmissions/](http://www.online.norfolk.gov.uk/inyearschooldadmissions/) or contact Customer Services on 0344 800 8020

### Priority for places

If there are more applications for places than there are places available, Norfolk County Council will give preference to children living nearest to the school, according to the following rules in this order of priority:

Children who are due to start school and:

1. Have an EHCP or statement of special educational needs naming that school.
2. Are in public care or have been adopted from public care.
3. Live in the area served by the school and who have a sibling attending the school at the time of their admission.
4. Have a disability and live in the area served by the school (Appropriate professional evidence will be required to confirm the disability).
5. Live in the area served by the school.
6. Have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel).
7. Live outside the area served by the school who have a brother or sister with a statement of special educational needs attending the school at the time of their admission.
8. Live outside the area served by the school who have a brother or sister attending the school at the time of their admission.
9. Have a disability and live outside the area served by the school (Appropriate professional evidence will be required to confirm the disability).
10. Live outside the area served by the school.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, using Ordnance Survey data. The address will be measured from the post office address point on the property.

### Where can I find out which is my catchment school?

You can find out the catchment schools for your home address using the website at [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk) or contact us on 0344 800 8020.

**Is there a limit to the number of children in a class?**

In Reception, Year 1 and Year 2 (children aged 4, 5 and 6) children should normally be taught in classes of no more than 30. There is no legal limit for children in all other year groups. However it is important that classes are not too large so that all pupils get an effective education.

**If my child attends nursery class do I need to apply again for a place in Reception?**

Yes - by law you **must** apply for a Reception place even if you want a place at the same school.

**Does attending a nursery guarantee a place at the attached school?**

No – attendance at a nursery does not guarantee or give any priority for a place in Reception if the nursery is attached to the main school.

**What can I do if I am refused a place?**

If you are unable to get a place for your child at the school you want, you will be offered an alternative place. You will also be given the opportunity to appeal. Appeals will be held in the second half of the summer term.

Norfolk County Council will also keep a waiting list until the end of December of all children who have been refused a place at a higher ranked school. If any places become available, all those who have expressed a preference for a place at that school will be considered, including those that have applied after the closing date. We will use the oversubscription rules to decide who can be offered any available places.

**Is there any further information to help me decide?**

If you require more information about admission to schools in Norfolk, please visit [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk) where you can also download 'A parents' guide to admissions to schools in Norfolk'. Alternatively, you can contact;

Norfolk County Council, Children's Services  
County Hall  
Martineau Lane  
Norwich  
NR1 2DL  
Tel: 0344 800 8020  
Fax: 01603 223722  
Email: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

If you would like to find out more about Hillside Primary School then please visit [www.hillside.norfolk.sch.uk](http://www.hillside.norfolk.sch.uk) or contact the school directly (01493661399) for a Brochure.

**Designated Governor Committee:** Full Governing Body

**Name/Signature of Headteacher:** Simon Minter

**Date:** September 2020

**Review date:** September 2021