Admissions Policy

Hillside Primary School

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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**,** complete a paper application available online 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/inyearschoolsadmissions/ 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 catchment area.
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. Children eligible for the service premium. A pupil is eligible for the service premium if:
   a) One of their parents is serving in the regular armed forces;
   b) They have been registered as a 'service child' on the January school census at any point since 2016;
   c) One of the parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
8. Live outside the catchment area who have a brother or sister with a statement of special educational needs attending the school at the time of their admission.
9. Live outside the area served by the school who have a brother or sister attending the school at the time of their admission.
10. Have a disability and live outside the catchment area (Appropriate professional evidence will be required to confirm the disability).
11. Children of staff.
12. Live outside the catchment area.

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** 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 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

If you would like to find out more about Hillside Primary School then please visit 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: March 2026

Review date: March 2027