Federation Admissions Policy

Approved by Governors: Spring 2026

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The Federation follows Norfolk County Council's admission policy. The school has an intake number of 45 which means up to 45 Reception children can start every year.
By law, children must start statutory education full-time at the beginning of the term following their fifth birthday.

Admissions Dates for September intake;
All parents of children born between 1 September and 31 August must be offered a full-time place from September. Parents are entitled to defer their admission or request that their child attend on a part-time basis, however the child must start school on a full-time basis during the academic year and no later than the beginning of the term after their 5th birthday.
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. The Federation does not decide who does or who does not get a place, as this is organised by the Local Authority.
The closing date for Reception Places for September is the January of the same year.
Parents will be informed of their place on 'Offer day'. Norfolk County Council will send an email on that day telling them at which school their child has been offered a place.

How to make an application for a school place:
Parents can register their preference either online (www.admissionsonline.norfolk.gov.uk) or by returning a form which can be downloaded from the same website or be collected from the school.

Information about primary schools in Norfolk can be found on the Norfolk admissions website or via the Admissions Information page on the school website. You can find out your catchment school at www.whereilive.norfolk.gov.uk and the map for The Federation's catchment area is also on our school website.

A Parents' Guide to School Admissions by Norfolk County Council on the school's website under the admissions information section.

Over subscription rules for school places:

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

● children with a statement of special educational needs naming that school

● children in public care who are due to start school

● children who are due to start school, living in the area served by the school who have a brother or sister attending the school at the time of their admission

● children who are due to start school, living in the area served by the school.

● children who are due to start school, living outside the area served by the school who have a brother or sister attending the school at the time of their admission

● children who are due to start school, living outside the area served by the school who have a brother or sister attending the adjoining Junior school

● children who are due to start school, living outside the area served by the school who have no brother or sister at that school or the adjoining Junior 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. If following the application of admission rules and distance two applicants cannot be separated for a final place at a school, the authority will use random allocation to determine the priority for the remaining place.

Resources and further information:

Norfolk County Council Admissions website and information; https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions

Information on schools in Norfolk; https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements

Information on Reception admissions: https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/admission-to-reception-classes