

2023/24 Admission Round Co-ordination Scheme

Norfolk Admission Arrangement 2023/24 – Appendix A

(First admission to Reception, Transfer to Junior School and Transfer to Secondary School)

1. Parents are offered the opportunity to express up to three preferences.
2. All Norfolk parents will complete a common application form either on-line or by a paper form which must be returned direct to us at Norfolk County Council.
3. Any parents seeking to apply direct to Foundation schools, Voluntary Aided schools and Academies must be provided with a common application form inviting three preferences which must be forwarded to the Local Authority.
4. For first admission to school, details of the application process will be sent to parents using data supplied by Norfolk health authorities and Early Year Providers in accordance with the published timetable. For transfers to Junior or Secondary school, application packs will be sent to parents of all Norfolk children attending Norfolk state funded schools and applications will be invited online. Application forms will also be available on the County Council's website.
5. Closing date for applications will be as per the published timetable.
6. The governing bodies for Foundation, Voluntary Aided schools, Free Schools and the Trust for Academies manage their own admissions. If an own admission authority school is oversubscribed, details of all preferences cast for the school will be forwarded to the governing body/trust so that their oversubscription rules can be applied. Parents will be advised to complete a supplementary application form or forward appropriate additional information as required by those own admission authority schools where this is required to apply their oversubscription rules.
7. The County Council applies the published admission rules in the event of oversubscription at Community and Voluntary Controlled schools to prioritise all applications.
8. Applications for school places in other Local Authorities will be forwarded to the relevant authority in accordance with our timetable. Other Local Authorities will forward their applications which will be considered by the relevant Norfolk admission authority.

9. Academies, Foundation schools, Voluntary Aided and Free Schools are required to return all applications sorted in rank order to the County Council as per the timetable.
10. Other Local Authorities notify Norfolk of potential offers for their schools and Norfolk notifies potential Norfolk offers for their applications.
11. Where more than one place could potentially be offered the single offer will be for the school that the parent has ranked the highest. Lower ranked preferences will be withdrawn. This process will be undertaken until all potential duplicate offers are resolved.
12. Where no preference can be met, the County Council will, whenever possible, allocate a place at the next nearest school with a space to ensure an offer is made to all parents living in Norfolk.
13. Norfolk County Council will post offers of school places for all Norfolk schools via our online system for applicants who applied online or by second class post for those who applied via a paper application as per the timetable.
14. Parents will be advised of their right of appeal against any refusal and to whom their appeal should be lodged for each preference that is refused.
15. Norfolk County Council will make the final allocation of school places to be notified on offer day on the date identified in the timetable. Any changes after this date will be considered in a “mini” admission round which will be undertaken after the initial offer of places, as per the timetable.
16. We will ensure all admission authorities maintain a waiting list until 31 December 2023 for all Norfolk schools and co-ordinate any changes which occur after the offer date. Waiting lists will be maintained in strict over-subscription criteria order for each individual school. No waiting lists will be maintained after this date.
17. Late applications are considered a lower priority than all on time applications when offers are made on the offer date and for the mini admission round. After these initial allocations, applications will then be prioritised solely on the basis of the oversubscription criteria.