



Norfolk County Council

A PARENTS' GUIDE TO ADMISSIONS TO SCHOOLS IN NORFOLK

2019-20

Note:

The information contained in this booklet relates to the school year
September 2019 to August 2020

You can apply on line during the three transfer rounds (First Admission to School, Transfer to Junior and Transfer to Secondary School) at:
www.admissionsonline.norfolk.gov.uk

For all other admissions, you can apply at
www.online.norfolk.gov.uk/inyearschooldadmissions/

Contents

Children's Services – sources of information	3
Local authority areas and contact information	4
The pattern of education in Norfolk	5
Admission to schools in Norfolk	8
Important dates	10
Admission round questions	12
Summary of Norfolk's coordination scheme	19
Oversubscription rules	23
Guidance for school transfers	27
In year admissions questions	29
In year admissions flowchart	31
The right of appeal	32
Norfolk's Fair Access Protocol	34
School transport	37
Other information	39
School catering	44

If you require more information about any of the matters covered in this booklet please 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

Further Information

The Department for Education publishes statutory guidelines on school admissions and admission appeals which are available at <https://www.gov.uk/government/publications/school-admissions-code--2> and <https://www.gov.uk/government/publications/school-admissions-appeals-code> .

You may also wish to visit the Department for Education website at <https://www.gov.uk/government/organisations/department-for-education> to see school performance data and Ofsted's website at www.ofsted.gov.uk to see Ofsted reports on individual schools.

The government website www.directgov.gov.uk provides advice on choosing a school in the Parents section.

You can obtain details of the catchment school for your address at www.wherelive.norfolk.gov.uk

You can access the internet free in Norfolk's public libraries.

ACE provides free independent advice and information for parents and carers in England and Wales on a range of state education and schooling issues. Their website is at <http://www.ace-ed.org.uk/>

To speak to an adviser call the ACE Advice Line on **0300 0115 142**. The telephone advice line is open **Monday to Wednesday from 10am to 1pm term time only**. Calls to the ACE Advice Line cost the same as calling a standard landline number - even from a mobile. 0300 numbers are included in any inclusive call minute packages offered by phone operators.

Neighbouring local authorities

Lincolnshire County Council
Education and Cultural Services Directorate
County Offices
Newland
Lincoln LN1 1YQ
Phone: 01522 782030
Email: schooladmissions@lincolnshire.gov.uk
Website: www.lincolnshire.gov.uk

Cambridgeshire County Council
Castle Court
Shire Hall
Cambridge CB3 0AP
Phone: 0345 045 1370.
Email: admissions@cambridgeshire.gov.uk
Website: www.cambridgeshire.gov.uk

Suffolk County Council,
Endeavour House
8 Russell Road
Ipswich IP1 2BX
Phone: 0345 600 0981
Email: admissions@suffolk.gov.uk
Website: www.suffolk.gov.uk

The pattern of education in Norfolk

Education takes place in one of the following kinds of school depending on where you live (see the Where I Live section on Norfolk County Council's website for details of schools and their age ranges in your local area).

When do children start school?

Children born between 1 September 2014 - 31 August 2015 will be offered a full time place in a reception class from September 2019. Infant schools are for 4+ to 7 year olds and primary schools are for 4+ to 11 year olds

When do pupils transfer from one school to another?

Pupils transfer from infant schools to junior schools in the year after their 7th birthday (7+). Junior schools are for 7 to 11 year olds

Pupils transfer to secondary education from primary schools or junior schools at 11+. Secondary schools are for 11 to 16 year olds or 11-18 year olds if the school has a sixth form.

Norfolk University Technical College offers technically orientated education for 14-19 year olds.

These ages define when pupils are "due to transfer" which is a term used in admission rules.

16-19 year olds

A pupil ceases to be of statutory school age on the last Friday of June of the school year (1 September – 31 August) in which he or she reaches his or her sixteenth birthday. However The Education and Skills Act 2008 means that all young people will be required by law to continue in education or training to the end of the academic year in which they turn 17 and until at least their 18th birthday.

There are sixth form colleges at Gorleston and North Walsham. Other colleges of further education offer a wide range of academic and vocational courses and some secondary schools offer sixth form provision.

Information on the choices available for 16-19 year old pupils and how to apply for places at sixth form centres, sixth form colleges and colleges of further or higher education can be found on the Help You Choose website at www.helpyouchoose.org.

Types of school

Across Norfolk the following types of school offer free education and Norfolk County Council coordinates admission to all of these schools. Norfolk County Council is not involved in admission to fee paying independent schools.

Community schools.

These schools are owned by us, but locally managed by the governing body and headteacher. Religious education and worship is taught in accordance with Norfolk's agreed syllabus. Norfolk County Council manages admissions to all community schools in Norfolk.

Voluntary controlled schools.

These schools were originally provided by voluntary organisations such as the Church of England and educational trusts. In most voluntary controlled schools, religious education is provided in accordance with Norfolk's agreed syllabus. Norfolk County Council manages admissions to all voluntary controlled schools in Norfolk.

Voluntary aided schools.

The governing body decides the religious education syllabus but it must be in accordance with the trust deed of the school. The governing body also has additional powers and responsibilities for the appointment of staff, admission of pupils and the upkeep and improvement of buildings. Admissions to voluntary aided schools are coordinated by the local authority and the governing body must use their published admission rules to prioritise applications.

Foundation schools and Trust schools.

We are responsible for funding these schools but their governing body is responsible for running them and specifically responsible for the admission of pupils. Admissions to foundation and trust schools are coordinated by the local authority and the governing body must use their published admission rules to prioritise applications

Academies including Free Schools

Academies are publicly funded independent schools with sponsors from the private or voluntary sectors or from churches or other faith groups. The board of governors is responsible for the strategic leadership of the school and for the admission of pupils. Admissions to academies and free schools are coordinated by the local authority and the governing body must use the published admission rules to prioritise applications.

In the first year of opening free schools are not legally required to coordinate their admissions through the local authority. Check the schools website for information about the admission process.

University Technical College (UTCs)

University Technical Colleges (UTCs) are technical academies for 14- to 19-year-olds. They have university and employer sponsors and combine practical and academic studies. UTCs specialise in subjects such as engineering and construction – which are taught alongside business skills and the use of ICT.

All through schools

All through schools provide education for children from 4 to 16 and 4 to 18 years of age. Children on roll at an all through school do not need to transfer to continue their education at Year 7 even if the all through school is on more than one site.

Special needs schools.

These are schools for children with severe and complex special educational needs and who hold an Education Health and Care Plan (Previously called statements of special educational needs).

You can find out the category of each school from the individual school details on School Finder on our website.

Admission to schools in Norfolk

When do children start school?

All parents of children born between 1st September 2014 and 31st August 2015 must be offered a full time place from September 2019. 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 on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Can my child start school later?

The law allows parents to ask for their child to be admitted but lets them delay the start date until later in the school year or to start on a part time basis. The effect of this is that the place is held and cannot be offered to another child. However, for a place to be held, admission can only be delayed within the academic year. This means the admission must take place by the summer term 2020. Places cannot be held until the following autumn term for those children who are five during the preceding summer term.

If I do not think my child is ready to start school can they start in Reception the following year?

The admission authority must consider parental requests and make decisions based on the circumstances of each case and in the best interests of the child.

Parents are encouraged to make these requests in good time before the closing date for the normal admission round (to start school when their child is 4+ on 1 September - the normal year for admission (see timetable on page 10). Parents will need to provide the detailed reasons for their request including any supporting evidence from relevant professionals to enable their request to be given proper consideration.

Parents will need to also advise at which school(s) they are planning to express preferences as the decision will be made by the admission authority for the school, the Local Authority for Community and Voluntary Controlled Schools, the Governing Body for Foundation and Voluntary Aided Schools and the Academy Trust for Academies and Free schools

Where an admission authority agrees to a request to defer until the next academic year the parent will be able to apply in the following year when their child is 5+ on 1 September. Any agreement to a request to defer admission does not guarantee a place at the preferred schools, but the application will be considered alongside all other applications for a Reception place (described as "due to start school" in our admission arrangements).

Parents need to be aware that the admission authority for a school can change (for example if a school becomes an academy). The new admission authority has the legal right to re-consider the request at the time of application.

Where a parent's request is not upheld the child will still be considered for a Reception place for the normal year for admission (provided the admission application is received before the application deadline, otherwise this will be treated alongside other late applications).

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at a school for which they have applied.

Late applications are considered after those received on time and this is why it is important for your request to be made before the closing date for applications for the normal admissions round, so that you can then choose to apply in your child's normal admissions round if your request is not upheld before the closing date. Alternatively you can apply at a later stage, either as a late application for Reception or you can re-apply during the following year for your child to attend a school in Year One but this will depend on the availability of spaces in the Year One cohort your child would join. Around a third of Reception classes are over-subscribed so the availability of Year One places will be more limited.

The DfE has issued non-statutory guidance "Advice on the admission of summer born children" which can be accessed via <https://www.gov.uk/government/publications/summer-born-children-school-admission>

What is a part-time place?

A part-time place will be five sessions of three hours per week. Each school will decide the days and times of the sessions that can be offered. If you want your child to attend part-time please discuss with the headteacher of your allocated school.

Can my child start school earlier?

Your child cannot start earlier than the policy allows.

When must I decide which school I would prefer my child to attend?

Please see the timetables overleaf for all important dates in the three admission rounds. You might find it helpful to visit the school(s) before you apply. Many schools hold open events for parents. Details on these can be obtained from the schools or from notices which some schools publish in the local papers. If a school does not have an open events you can get more information by contacting the headteacher at the school. You must make your admission application to us by the closing date specified in the appropriate timetable.

What happens if I apply after the closing date?

If your application is late we will still consider it but it will be given a lower priority than all preferences received by the closing date. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application.

School Admissions - Important dates

Admission to Reception classes for September 2019

When	What happens
28 September 2018	Admission round opens Information about infant and primary schools is released. You should apply online at www.admissionsonline.norfolk.gov.uk
15 January 2019	Closing date All applications must be received by us by this date
3 April 2019	Coordination scheme applied - see page 20 for details No changes can be made to applications after this date until after Offer Day.
16 April 2019	National Offer Day If you have applied online decisions will be made available on the website at www.admissionsonline.norfolk.gov.uk If you have sent in a paper application we will send you a letter by 2 nd class post telling you at which school your child has been offered a place.
15 May 2019	This is the last day for accepting the place that you have been offered or for telling us you want to appeal.
21 May 2019	Mini admission round All changes requested since 15 January are considered on this date.
June/July 2019	Appeal hearings take place.
31 December 2019	All waiting lists held by us end on this day

Transfer to junior school for September 2019

8 November 2018	Admission round opens Information about the transfer to junior round is released; letters will be distributed to all children in infant schools due to transfer to junior schools. You should apply online at www.admissionsonline.norfolk.gov.uk
15 January 2019	Closing date All applications must be received by us by this date
3 April 2019	Coordination scheme applied - see page 20 for details No changes can be made to applications after this date until after Offer Day
16 April 2019	National Offer Day If you have applied online decisions will be made available on the website at www.admissionsonline.norfolk.gov.uk

	If you have sent in a paper application we will send you a letter by 2 nd class post telling you at which school your child has been offered a place.
3 May 2019	This is the last day for accepting the place that you have been offered, or for telling us you want to appeal.
16 May 2019	Mini admission round All changes requested since 15 January are considered on this date.
June/July 2019	Appeal hearings take place
31 December 2019	All waiting lists held by us end on this day

Transfer to secondary school for September 2019

11 September 2018	Admission round opens Letters will be distributed to schools and given to all Year 6 pupils who live in Norfolk and attend a maintained Norfolk School. You should apply online at www.admissionsonline.norfolk.gov.uk
31 October 2018	Closing date All applications must be received by us by this date
6 February 2019	Coordination scheme applied - see page 19 for details. No changes can be made to applications after this date until after Offer Day
1 March 2019	National Offer Day If you have applied online decisions will be made available on the website at www.admissionsonline.norfolk.gov.uk If you have sent in a paper application we will send you a letter by 2 nd class post telling you at which school your child has been offered a place.
20 March 2019	This is the last day for accepting the place that you have been offered or for telling us you want to appeal.
3 April 2019	Mini admission round All changes requested since 31 October are considered on this date.
May/June 2019	Appeal hearings take place
31 December 2019	All waiting lists held by us end on this day

Admission round questions

How do I apply?

You can apply online during the three transfer rounds at **www.admissionsonline.norfolk.gov.uk** or complete a paper application available from our website www.norfolk.gov.uk/admissions or by requesting a copy from Customer Services on 0344 800 8020.

Why should I apply online?

There are a number of advantages to applying online.

- It's quick, safe and secure
- Your application will be confirmed electronically
- You will be able to view the application at any stage
- You will be able to find out which school your child has been offered on offer day.

Remember, free access to the internet is available at all Norfolk libraries.

Apply at www.admissionsonline.norfolk.gov.uk

At which school do I stand the best chance of getting a place?

You are entitled to make a preference for any school, but you should read the oversubscription rules for that school to work out what priority your child would have for a place. Most schools give a higher priority to children living in a defined area (the catchment area) and most are able to accommodate all pupils living in their catchment area. If a place is offered at a school outside your catchment area, your child will not be guaranteed a place at the next school in that area when it is time to transfer.

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.

What is used to determine the priority for places?

The admission authority must use the published admission rules to prioritise applications. A parent is entitled to provide additional information in support of their application but this can only be considered where it confirms one of the stated oversubscription rules for the school.

The oversubscription rules for each school are available on our website at www.norfolk.gov.uk/schoolfinder

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 receive an effective education.

Should I state a preference for more than one school?

We encourage parents to state three preferences for schools. These preferences will be considered by the admission authority for each school. You will not increase your chance of obtaining a place at a popular school by putting

only one preference or the same school three times.

We strongly encourage you to put your catchment school as a preference as we cannot hold places and you may be offered a school further away if we are unable to offer any of your preferences.

How do I apply for a school not in Norfolk?

If you wish to apply for a place at a school run by another local authority, you must include this school as one of your three preferences on your application. We will then work with that local authority to check whether they can offer you a place. Our job is then to make sure that when a parent could potentially be offered more than one place, their highest preference is offered and other potential offers refused. This is to ensure that parents are only offered one school place and do not 'block' places that could be offered to other parents

How does co-ordination work?

Each admission authority (Norfolk County Council for community and voluntary controlled schools and the governing body or trust board at each academy, Free School, foundation, trust and voluntary aided school) has to consider all preferences for the school and prioritise them in accordance with the published oversubscription rules. See page 19 for details of Norfolk's coordination scheme. You can find individual school's oversubscription rules on our website at www.norfolk.gov.uk/schoolfinder

Do you reserve a place at my catchment school if I do not state a preference for it?

No - admission authorities cannot reserve places so you are advised to include your catchment school as one of your preferences, where in most cases you will have a high priority for a place. If you are not sure of your catchment school, please contact us or check our website (www.whereilive.norfolk.gov.uk) If you do not include your catchment school as a preference, you may find we cannot offer you a place at either your catchment school or your preferred school and you could be offered a school much further away from your home address.

If my child attends a 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 even if the nursery is attached to the main school.

What happens if a school gets too many applications?

When there are not enough places at a school for all the children who have applied, we use oversubscription rules to decide who will get in. These are published on the individual school's page on SchoolFinder available on our website at www.norfolk.gov.uk/schoolfinder . You need to consider these rules to determine what priority your child will have for a place. On pages 23 and 25 we set out the oversubscription criteria that will apply to all community and voluntary controlled schools for admission to reception classes and transfer to junior schools. Secondary school criteria can be found in the "Secondary schools in Norfolk 2019/20" booklet available on our website at

How many children can a school admit?

Each school has a Published Admission Number which is the maximum number of places available in the transfer year in September 2019. The Published Admission Number for each school is on the individual school's page on SchoolFinder available on our website at www.norfolk.gov.uk/schoolfinder

What happens if you cannot offer any of my preferences?

In accordance with our legal duty we will offer you a place at the next nearest school with places available. You still have the right to appeal against any preference that has been refused.

Who should complete the application?

We expect a parent or parents to complete the application. We consider any person with parental responsibility (PR) to be the parent of a child. Any application signed by a parent has to be considered by us. If more than one parent has PR we are not required to obtain the agreement of both parents before processing an application.

Can each parent make an application for their child's school place?

We expect one application per child. If more than one application is received only one will be processed. If more than one parent has Parental Responsibility we are not required to obtain the agreement of both parents before processing an application.

What happens if parents cannot agree on which school their child should attend?

We can only offer one school place to each child so we are unable to process applications where there is a conflict between parents as to which school their child should attend. Where we receive different preferences from parents we will firstly write to the parents and explain that we cannot process the application until agreement is reached. In the transfer rounds if agreement is not reached by the latest date for consideration of "late applications", all preferences will be frozen and a place will be offered at the nearest school to the child's home address with places available. We will require evidence of parental agreement in the form of written confirmation from each parent confirming their agreement or a Court Order.

For in year admissions we will expect the child to stay at their current school until there is agreement by both of the parents in writing as to which school the child should attend or an Order is made by the Court. Where we have already offered a place and we are later informed of a dispute between parents we will withdraw the place offered and freeze the application until there is agreement between the parents or a Court Order unless the child has already started at the new school.

Where a child has moved a distance that makes travel to the current school unreasonable even where there is a pending Court application we will offer a place at the nearest catchment school to the address at which the child is currently living.

Who do you define as a brother or sister?

When we use the oversubscription rules, 'brother' or 'sister' means: brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit. Some admission authority schools may have a different definition. (See the individual school admission policy for details.)

What about twins, triplets and multiple births?

If a school has only one place available and your children have priority for that place, all of the siblings will be offered a place, even though there is only one place available. Where infant class restrictions apply the local authority will grant an exception as the law allows. Siblings born in the same school year will be treated as multiple births and exceptions will be also granted in these cases.

What is the home address?

Applications are processed on the basis of the home address for the child when you submit your application. In the majority of cases, this will be the parents' home address although in cases where the parents are separated you will need to tell us which address is the home address (please see the answer to the following question).

What happens if parents live at separate addresses?

Where a child lives with separated parents who have shared responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expect evidence to support this at the time of application. In cases where the child spends an equal proportion of the week with both parents, evidence of the main contact address and which parent receives the child benefit will be required to support the application. If neither parent is in receipt of child benefit then we will use the address that the child is registered under at their GP surgery.

What if I am a UK Service Family?

For UK service families we comply with the provisions of paragraph 2.18 of the School Admissions Code and will accept a Unit postal address, quartering area address or future home address as the address for the application when provided with official proof of a posting to Norfolk and a relocation date.

What if I move house after I have applied for a school place?

If you move after you have stated your preference, you must inform us. If it is after the closing date it may not always be possible to get a place at the local school for your new address. Let us know as soon as possible when you think you will be moving. You will need to provide evidence of the new address. We cannot take your new address into account until we have received evidence that your child lives at the new address. Even though you may know that you are moving to a new address in the future we cannot take this into account until your child is living there.

What if I move out of the catchment area for the school I have applied for before the offer letters are sent out?

You must notify us of any change of address as soon as you can as we must

use your current address. If you are no longer living in your original home address at the date places are allocated and only tell us of your move after offer day we may have to withdraw the place.

Verification of Addresses

The local authority is concerned that the “permanent addresses” given by some parents may not be genuine, or is temporary for the specific purpose of securing a place at a particular school. The local authority must ensure that parents who provide misleading or fraudulent information for admission do not deprive other children of their rightful school place.

To ensure a fair process for all families we check carefully to ensure that we use the correct address to prioritise applications. However, if you feel a parent has not provided the correct information contact us in confidence by e-mail at admissions@norfolk.gov.uk or by telephoning 01603 224226.

Any parent who has obtained a place using a fraudulent address will have the place withdrawn. If the fraudulent address is discovered after their child starts school the place will still be withdrawn and the child will be asked to leave the school.

Will you ask for documentary evidence of my home address?

We will ask a sample of families to provide information to confirm the child’s home address. We will contact these parents where additional information is required. We may also require parents to provide further evidence to support the change of address after their child starts at the school. If a school place has been secured through false information provided about a home address, we do have the power to withdraw the place offered even if the child has already started at the school.

We can’t accept a temporary address if you still own a property that was previously used as a home address.

What does “due to transfer” mean?

Children in their last year (Year 2) at an Infant school are due to transfer to a junior school. Children in their last year (Year 6) at a Junior school or Primary school are due to transfer to a secondary school.

Will my child be interviewed?

Schools may wish to meet with parents before your child starts at the school to discuss particular needs and issues for your child. However, this must not in any way be used to consider whether your child is offered a place or not. No parents or children should be interviewed as any part of the application or admission process, in any school. This means that the outcome of interviewing or testing must not determine whether a school offers a place or not. In order that schools cannot be accused of assessing prior to admission, they must clearly state to a parent before any interview or tests take place, that their child has been offered a place at the school. Only once this statement has been made can further discussions or tests take place to determine factors such as setting arrangements or the level of support an individual child might need. An exception is Wymondham College (the only state school in Norfolk offering boarding places) which may interview pupils to assess their suitability for a boarding place. There are also a small number of schools in Norfolk which

admit a percentage of pupils on the basis of aptitude in a particular subject(s) and those schools are permitted to test applicants prior to offering their specialist places.

Will I be offered help with transport?

We will offer your child free transport to their nearest catchment or nearest school if it is more than two miles away if your child is under 8 years old on 1st September of a school year but this increases to more than three miles when your child is over 8. See pages 37-38 for full details about school transport in Norfolk. Free transport will not be provided where parents express a preference for a school which is not the catchment or nearest school to their address.

My child has special needs, will this affect the decision?

Children with special educational needs, but without an Education Health and Care Plan (EHCP) or statement of special educational needs, are treated in the same way as any other applicant. This means they cannot be turned down for a place just because a school thinks it cannot cater for their needs. Where a child has an EHCP or statement of special educational needs, adults with parental responsibility will have been consulted on the particular needs and the provision (including a named school where appropriate) that will be made to meet these needs. Once a school is named in an EHCP or statement, the school has to admit the child. Parents of children with EHCPs or statements of special educational needs have the right of appeal to the Special Needs and Disability Tribunal.

Can I change my preferences after I have sent the form in?

If you wish to change the order of your preferences after completing your application you must email or write to us with your changes. You need to be aware that if you change your preferences after the closing date these will have a lower priority than those preferences received on time. You can only express three preferences in total.

What if I want to consider flexi-schooling?

Occasionally schools may make special arrangements for a child to be educated part time at school and part time at home (often described as flexi-schooling) with the family. However, this would be at the discretion of the headteacher.

When will I know if my child has a place?

We will let you know the outcome of the application on the relevant national offer day.

Transfer to secondary school	National offer day 1 March 2019
Transfer to junior school	National offer day 16 April 2019
Admission to reception class	National offer day 16 April 2019

If you have applied online, you will receive an email during offer day telling you the outcome of your application. If you have sent in a paper application you will be sent a letter by 2nd class post on offer day.

All school admission decisions must be confirmed by email or in writing by Norfolk County Council. Schools are not able to make an offer or guarantee a

place at their school.

What can I do if I am refused a place?

If you are unable to get a place for your child at your preferred school, you will be offered an alternative place. You will also be given the opportunity to appeal (see page 32-33). Appeals will be held in the second half of the summer term. We 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 determine who can be offered any available places.

Is there any further information to help me decide?

If you contact us we will also give you further advice on the school(s) where you have a high priority for a place. Please remember that for most schools, it is your child's home address that determines which school they have a high priority for, not which school they are currently in. Nurseries and pre-schools are not considered feeder schools for admission into Reception classes so attending a Nursery or pre-school will not give your child a priority for a place.

Further details about schools can also be found in individual school brochures available from each school or on the school's website.

Summary of Norfolk's co-ordination scheme

- Parents are offered the opportunity to express up to three preference schools.
- All Norfolk parents will complete a common application form either online or on a paper form which must be returned direct to us at the County Council.
- Any parents seeking to apply direct to any state funded school must be provided with a common application form inviting three preferences which must then be forwarded to the County Council.
- For first admission to school, admission information will be sent to parents using data supplied by Norfolk Primary Care Trust in accordance with the published timetable. For transfers to Junior or Secondary schools admission information will be sent to parents via their child's current state school.
- Closing date for applications will be as per the published timetable.
- The governing bodies of academies, foundation, trust, voluntary aided and free schools 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 school so that their over-subscription rules can be applied. Parents may also need to complete a supplementary application form as required by those own admission authority schools that require this to apply their oversubscription rules.
- Applications for school places in other Local Authorities will be forwarded to that authority by Norfolk County Council in accordance with our timetable.
- Academies, foundation, trust, voluntary aided and free schools return all applications sorted in rank order to Norfolk County Council by the required date.
- Other Local Authorities notify Norfolk County Council of potential offers.
- Norfolk County Council applies the published admission rules in the event of oversubscription at Community or Voluntary Controlled schools to prioritise all applications.
- 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 offers are resolved.
- Where no preference can be met, Norfolk County Council will, wherever possible, allocate a place at the next nearest school with spaces to ensure an offer is made to all parents living in Norfolk.

- Norfolk County Council will make decisions available as per the timetable.
- 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.
- 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 takes place after the initial offer of places, as per the timetable.
- Norfolk County Council will maintain a waiting list until 31 December 2019 for all Norfolk schools to co-ordinate any changes which occur after the offer date. The waiting list will be maintained strictly on the basis of criteria order for the individual school. No waiting lists will be maintained after this date.
- Late applications will be considered a lower priority than all on time applications when offers are made on the offer date.
- However after these initial allocations, applications will then be prioritised solely on the basis of the oversubscription criteria.

Information on oversubscription rules

Unless specifically stated in individual school admission arrangements the following information and definitions apply to all maintained schools in Norfolk.

Distance

Distance will be measured on a straight line "crow-fly" basis using Ordnance Survey data. The measurement will be taken from the post office postcode address point on the child's home to the post office postcode address point on the school.

Looked after children or children in public care

In oversubscription rules "children in public care" and "looked after children" are defined as looked after children and previously looked after children. Previously looked after children are children who were looked after and ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.

Siblings

When we use the oversubscription rules, "siblings" means: brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit. Some admission authority schools may have a different definition. (See the individual school admission policy for details.)

Only siblings attending school at the time of your child's admission will be given a higher priority in the oversubscription rules.

Feeder schools

Where an admission authority prioritises children on the basis of attending a feeder school, those feeder schools will be listed as part of the admission arrangements. Feeder school priority will only apply in the first year of entry to the school and will not apply to in year school admissions.

Education Health and Care Plans (EHCP)/Statements of Special Educational Needs

Where a child's EHCP or statement of Special Educational Needs names a specific school, the school must admit the child regardless of whether the school has a place available. The oversubscription rules for most schools include pupils with EHCPs or statements as the first priority to help parents understand that these pupils have the highest priority legally. For those schools the remaining list of rules is used to prioritise applicants if the school is oversubscribed.

Disability

Disability will be defined using the definition contained in the Equality Act 2010.

Random Allocation

Where random allocation is used to determine the allocation of school places, applicants will have their names drawn by lots to see who should be offered the place(s). There will be an independent scrutiny of the random allocation process.

Admission arrangements can be subject to changes imposed by the Department of Education Schools Adjudicator. If any changes are made these will be highlighted on the School Admissions page of our website at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions> . We will also ensure that the electronic version available on our website shows any changes as they occur.

Oversubscription rules for admission to Reception classes in community and voluntary controlled schools for children due to start school in September 2019

Norfolk County Council decides on the admissions policy for all schools except academies and foundation, trust, voluntary aided and free schools which set their own. You can find out the category of each school on the schools individual entry on SchoolFinder.

If there are more applications for places than there are places available, we 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 catchment area and who have a sibling attending the school at the time of their admission
4. live in the catchment area who have a brother or sister attending the feeder junior school
5. have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability)
6. live in the catchment area
7. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
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. live outside the catchment area who have a brother or sister attending the feeder junior school
11. have a disability and live outside the catchment area (Appropriate professional evidence will be required to confirm the disability)
12. children of staff
 - a) where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
13. 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.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

NOTE: Criteria 7 only applies to schools which have a Specialist Resource Base on site.

Feeder school priority will only apply in the first year of entry to the school.

Please note that the individual admission policies for academies and foundation, voluntary aided, trust, academy and free schools can be found on our website at www.norfolk.gov.uk/schoolfinder .

Children who will be four or more but under five on 1st September 2019 will be due to start school.

Oversubscription rules for pupils transferring to community and voluntary controlled junior schools (Year 3) for children in their last year at an Infant or First school.

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

1. children with an EHCP or statement of special educational needs naming that school
2. children in public care or who have been adopted from public care who are due to transfer
3. children who are due to transfer, living in the catchment area who have a brother or sister attending the school at the time of their admission
4. children who are due to transfer, living in the catchment area who have no brother or sister connection with the school
5. children who are due to transfer and have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel).
6. children who are due to transfer, living outside the catchment area who have a brother or sister attending the school at the time of their admission
7. children who are due to transfer, living outside the catchment area and attend a feeder school at the opening date of the admission round.
8. children of staff
 - a) where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - b) the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
9. children who are due to transfer, living outside the catchment area served by the school who have no brother or sister or feeder school connection with the school.
10. children attending primary schools with a brother or sister at the junior school
11. children attending primary schools with no brother or sister at the 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.

In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

Important Note

'School' is defined as the main school and not a learning support centre or nursery class attached to the school. This means that no priority would be given to a child from outside the catchment area who had either a brother or sister at the attached nursery class or in temporary or part-time attendance at the attached learning support centre. The address given on the application form will be used to decide the catchment school.

Children in their last year (Year 2) at an Infant or First School will be considered due to transfer. Children attending a primary school are considered as not due to transfer and therefore their applications have the lowest priority for a place even if they live in the catchment area of the school.

Feeder school priority will only apply in the first year of entry to the school.

NOTE: Criteria 5 only applies to schools which have a Specialist Resource Base on site.

Please note that the individual admission policies for academies and foundation, voluntary aided, trust, and free schools can be found on our website at www.norfolk.gov.uk/schoolfinder.

For secondary school admission policies please refer to our Secondary schools in Norfolk 2019/20 booklet.

In Year Admissions – Guidance

This section deals with requests for a school place other than those to join Reception, Year 3 at a junior school or Year 7 at a secondary school for September 2019.

To apply for a change of schools, other than at the point of transfer, parents must complete an in year application which can be completed on line at www.online.norfolk.gov.uk/inyearschooldadmissions/ or by contacting the Admissions Team for an application form.

It is generally agreed that it is in the best interests of children and schools for school transfers to take place at the beginning of a new term. In Norfolk where a parent makes an application to change their child's school during the school year it will only be considered by the Admissions Team in line with the following timetable:

- 31 October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28 (29) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31 May for a transfer to take place at the beginning of the autumn term (the beginning of a new school year). Decisions regarding preference(s) will be sent out before the end of the summer term. Applications received after 31 May will be considered after all on time applications. Late applications will be processed until 3 July. After 3 July applications will be processed after 31 October. Where possible decisions regarding late applications will be sent out before the beginning of the new school year.

If a parent believes there are exceptional reasons why their child should move immediately they should provide them to the Admissions Team in writing along with the appropriate supporting documents and they will be considered by the admission authority for the school.

This guidance does not apply where a family has moved a significant distance from their previous home address which makes travel to their current school unreasonable. In this case the Admissions Team will process the application as soon as it is received.

Please note the following:

1. Where a child is currently attending a school in the independent sector and notice to leave has been given to the school, the application will be considered for admission at the beginning of the following term to ensure continuity of education. Written confirmation of notice will be required.
2. Where medical reasons are given, a letter from a relevant medical professional will be required to support the application.
3. Where "Home education" has been disallowed by Norfolk County Council. We will seek confirmation from the Manager for Services to Home

Education. If parents are currently home educating and want to access a school place it will only be considered for an immediate transfer where home education has been disallowed.

4. Where issues with the current school such as severe bullying are given as the reason for a transfer, we will require additional evidence to corroborate parent's reasons. An immediate transfer will only be agreed where the current school confirms to us that there is no further action that can be taken to resolve the problems.

In all cases the Admission Team will contact the current school to advise that an exception to the In Year policy is being sought and the reason for a move of school.

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

Please remember that if you are concerned about any aspect of your child's schooling you should first raise the issue with their class teacher (primary school) or head of year/member of the pastoral team (secondary school). If the matter remains unresolved you should approach the headteacher who may wish to discuss your reasons for requesting a school transfer and be given the opportunity to resolve issues.

We will not process a request for an exception to the In Year policy if you have not raised the issues you are concerned about with the current school.

In Year Admissions Questions

See the in year admissions process flow chart on page 31 for a quick guide.

What admission rules apply?

The individual admission rules shown on the school's individual entry on SchoolFinder will apply with the following amendment. Where the rules state 'due to transfer' this will be amended to 'the appropriate age for the requested year group.' In addition no feeder school priority will apply to In Year admissions.

Places can normally only be refused if the school has reached its maximum capacity in the relevant year. This may be different to the published admission number shown on SchoolFinder and will be determined by the size of class groups within the school.

What happens if I move to a different part of Norfolk or am moving to Norfolk?

If you move home and a change of school is necessary, you must make an in year application which can be completed on line at www.online.norfolk.gov.uk/inyearschooldadmissions/ or by contact the Admissions Team for an application form. If you move home but wish your child to remain at his or her existing school and this is no longer your catchment school, you would normally be expected to meet the costs of transport from home to school. Please contact us to find out if there is any transport to meet your needs - telephone 0344 800 8020.

What if I prefer a school outside Norfolk?

If you wish to apply for a place at a school run by another local authority you must apply direct to that local authority. If you are offered a place at a non Norfolk school you must accept responsibility for transport and the cost incurred unless it is your nearest school. In these cases, transport will be provided for children who live more than 3 miles away or 2 miles for those under 8 years old. (see pages 37-38). See page 4 for contact details of neighbouring authorities.

What about children transferring from the independent sector?

If your child currently attends an independent school and you want them to transfer to a maintained school, their priority for a place will be based on the standard oversubscription rules. You must make your application to the Local Authority for that school to seek a school place. (see page 4 for contact details for neighbouring local authorities)

Are there special arrangements for pupils with behavioural difficulties?

Schools cannot refuse a pupil with behavioural difficulties or who requires an assessment of special educational needs prior to admission. The only exception to this is where the child has challenging behaviour and will usually be where the school has a particularly high proportion of children with challenging behaviour or previously excluded pupils. In this case the school refers the admission request back to the local authority for action under the Fair Access Protocol (see pages 39-43 for details).

What if I am a UK Service Family?

For UK service families we comply with the provisions of paragraph 2.18 of the School Admissions Code and will accept a Unit postal address, quartering area address or future home address as the address for the application when provided with official proof of a posting to Norfolk and a relocation date.

What if I am a UK Service Family and the local schools are full?

Norfolk's Fair Access Protocol requires schools to admit children who move into an area where there are no school places within a reasonable distance of their home address even when local schools are full. Fair access applies to all families including service families.

Service families are also included within a limited number of legal exceptions to infant class limits (classes with a majority of Reception, Year One and Year Two pupils) to allow classes to exceed 30 pupils without the need for an additional teacher. This supports the application of fair access in these year groups, however Norfolk limits the size of classes to a maximum of 32 to limit the impact on learning for all children in all primary classes including infant classes.

Will my child always be educated in their chronological age group?

Schools will normally educate children in their chronological age group. However there may be circumstances in which a school decides that education should be provided in an alternative year group where they determine this best meets the needs of the child in consultation with the family.

How many applications can I make for a school place?

You can only make one application per school year unless there is a material change of circumstances such as a significant house move and you are no longer able to get your child to their previous school.

What restrictions apply in Infant Classes (Year R, 1 and 2)?

The law does not permit classes to exceed 30 children except in limited and specifically defined exceptional circumstances.

What if parents cannot agree about which school their child should attend?

We can only offer one school place to each child so we are unable to process applications where there is a conflict between parents as to which school their child should attend. Where we receive different preferences from parents we will firstly write to the parents and explain that we cannot process the application until agreement is reached.

We expect the child to stay at their current school until there is agreement by the parent in writing as to which school the child should attend or an Order is made by the Court. Where we have already offered a place and we are later informed of a dispute between parents we will withdraw the place offered and freeze the application until there is agreement between the parents or a Court Order unless the child has already started at the new school.

Parents guide to the In Year Admission Process

All parents must fill in a Primary or Secondary In Year Application Form for each child. The form can be filled in online at <https://online.norfolk.gov.uk/inyearschooldmissions>. Contact details for the Admission Team can be found on page 3.

If you have moved a distance which makes travel to your child's current school unreasonable.

- All applications will be dealt with as quickly as possible and within 15 school days.
- You will receive a letter telling you at which school we are able to offer your child a place.
- We will write to the school to say that your child should be admitted within 15 school days of the date they receive the letter.
- Your child must take up the place offered within 15 school days or the place will no longer be available.
- The school may require you to visit before your child starts at the school.

If your child is already at a Norfolk school and wishes to change schools.

- We expect any change of school to take place at the beginning of term. (See timetable on page 27)
- Applications for a change of school mid school year are considered after the next half term holiday. You will be told the outcome of your application by the end of term.
- If you believe that there are exceptional reasons why your child should move immediately you should provide them in writing and the county council will consider your request.

If we are unable to offer you a place at your preferred school(s) you will be offered the right to appeal to an independent appeals panel. If you want to appeal you will need to contact the Admissions team for more information.

NOTE: No waiting lists are kept for in year applications by the Local Authority.

The right of appeal

Admission appeals

If the request for your preferred school is refused you have the right of appeal to an independent panel and information about how to appeal will be sent to you with your refusal letter. Appeals are heard by School Admission Appeals panels who act independently of the authority.

You will be told ten school days in advance when and where your appeal will be heard. At least seven working days before your appeal you will be sent a written summary of the case for refusing your child a place. You are encouraged to attend your appeal in person. Your appeal will be heard in private and if you wish you may bring a friend, relative or representative with you. It is for you to decide if you want to bring your child to the hearing. If you do not attend the appeal hearing, your written appeal case will still be considered by the panel.

At the hearing there will be 3 panel members who make the decision and a clerk who will record the proceedings and advise on law and procedure. The admission authority will also be represented and will give the reasons for not meeting your preference. You will be given the opportunity to explain to the panel the reasons why you wish your child to attend the school.

The panel will firstly decide whether the admission authority has shown why it cannot admit more children and if so, will go on to consider all the points you have made. The panel's decision is based on balancing the needs of the child against the effect of admitting another child. Wherever possible you will be told the decision by telephone by the next working day and a letter will be sent within 7 days explaining the decision and the reasons for it.

All admission appeals panels act independently and their decisions are binding on everyone. There is no further right of appeal to the panel for a place in the same academic year unless there is a significant change in your circumstances. This would include a new medical problem or a house move where this was not known about and considered at the original appeal hearing.

The Local Government Ombudsman can investigate complaints of maladministration. You will be given further details about this if your appeal is unsuccessful. You should complain to the Ombudsman within 12 months of when you first knew about the matter you want to complain about.

Infant class appeals

If you are seeking a place for a 5, 6, or 7 year old in Year R, Year 1 or Year 2, you may have a more limited right of appeal. This will happen when the year group is full and the class already has 30 children in it. This is because the law states that infants (5, 6, and 7 year olds) should not be taught in classes with more than 30 children in them. In these cases appeal panels can only allow your appeal if the admission rules were not applied correctly and your child should have been offered a place, or the decision to refuse your child a place was not one which a reasonable admission authority would make in that situation.

Further Information

Parents can contact the Advisory Centre for Education (ACE) Ltd, which is an independent national advice centre. They provide clear advice and information particularly for parents on admission appeals through a national advice line and a wide range of publications. Especially helpful is a booklet called "Appealing for a School".

To speak to an adviser call the ACE Advice Line on **0300 0115 142**. The telephone advice line is open **Monday to Wednesday from 10am to 1pm term time only**. Calls to the ACE Advice Line cost the same as calling a standard landline number - even from a mobile. 0300 numbers are included in any inclusive call minute packages offered by phone operators.

Norfolk Fair Access Protocol

Introduction

All local authorities are legally required to have in place 'Fair Access Protocols' to ensure that children who do not have a school place are able to access one quickly. The main principle of Norfolk's Fair Access Protocol, as agreed by the Admission Forum, is that schools must admit children who do not already have a school place or who have moved and it is unreasonable to travel to their previous school. This is to ensure that in the more rural parts of the county, children can access a local school place quickly and to ensure that journeys to school are reasonable. In Norwich and the other major towns in the county, local agreements have been reached to reflect local issues and to ensure an equitable distribution of children amongst all schools in the area.

The School Admissions Code requires schools to admit children into year groups that are already at or above their Published Admission Number as part of the Fair Access Protocol. Children without a school place will also take precedence over children on a waiting list.

Where a governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it must refer the case to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where a school has a particularly high proportion of children with challenging behaviour or previously excluded children.

Norfolk Fair Access Protocol

1. Norfolk Fair Access Protocol

Paragraph 3.9 of the 2014 School Admissions Code sets out the statutory requirement for all local authorities to have a Fair Access Protocol with the aim of ensuring that all unplaced children are offered a school place as quickly as possible. However the Local Authority is under a statutory duty to ensure that no school, including those with available spaces is asked to take a disproportionate number of pupils.

- a. Norfolk's Fair Access Protocol will operate when the in-year admissions process has failed to secure a school place for a Norfolk pupil or when a governing body refers an application back to the local authority for further consideration (see point (g.) below).
- b. The protocol ensures that children are offered a place at a suitable mainstream school as quickly as possible.
- c. The protocol ensures an equitable distribution of pupils between local schools.
- d. The aim of the protocol is to ensure that a school is identified and required to admit any child not already on a local school roll.
- e. The protocol is not constrained by the decisions of independent school admission appeals panel decisions.

- f. A school cannot refuse a fair access placement on the basis that the class/es is/are already full or over-subscribed.
- g. Paragraph 3.9 of the 2014 School Admissions Code states that the governing body of any state funded school can refer a request to admit a child with challenging behaviour back to the local authority for action under the Fair Access Protocol. This will normally only be appropriate where the school or academy has a particularly high proportion of children with challenging behaviour or previously excluded pupils in accordance with paragraph 3.12 of the DfE School Admissions Code 2014. The local authority will only take action under the Fair Access Protocol where the refusal is in respect of a child with challenging behaviour.
- h. All other admission requests from pupils where they are already on roll at an alternative local school are considered as part of in-year admission arrangements.
- i. As part of fair access placements any parent of a pupil who is refused one of their preferences is offered their statutory right of appeal.
- j. The In-year application form includes a request for additional information and reasons for seeking a transfer to support consideration via fair access.
- k. Where fair access decisions are being considered in Reception, Year 1 and Year 2 and Infant Class rules apply (30 children maximum in a class) the Local Authority will only grant an exception in the following circumstances:
- i. Where there is no alternative local school with places in the appropriate year group/class group. "Local" will be considered as either a school within the statutory walking distance, (2 miles for under 8's and 3 miles for those over 8 years of age) or in other cases where there is existing school transport with spare seat(s) in place to an alternative school and in the same secondary school catchment area whenever possible.
 - ii. No classes will be expected to exceed 32 as a result of Infant Class exception decisions
- l. More sophisticated models operate in the following situations in Norfolk to support an equitable distribution of pupils between local schools.
- i. A regularly convened fair access panel of headteachers supported by the Local Authority Admissions Team. Panels decide placements based on an assessment of needs of pupils, local school information and previous placements (including panels for the Great Yarmouth/Gorleston area and the Greater Norwich area)
 - ii. Ad hoc pupil placement panels of local schools to consider complex cases
 - iii. In some larger towns including Dereham and King's Lynn the Local Authority co-ordinates placements to ensure an equitable distribution of fair access placements between local schools
 - iv. Further Ad Hoc Headteacher panels will be created as quickly as possible when it is clear that in-year pressures are unreasonably impacting on a specific school or schools in a local area or where all schools in a local area feel unable to admit further child(ren).
- m. The following classes of children must be included in the Fair Access Protocol in accordance with paragraph 3.15 of the 2014 School Admissions Code:
- i. children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
 - ii. children who have been out of education for two months or more;
 - iii. children of Gypsies, Roma, Travellers, refugees and asylum seekers;
 - iv. children who are homeless;

- v. children with unsupportive family backgrounds for whom a place has not been sought;
- vi. children who are carers; and
- vii. children with special educational needs, disabilities or medical conditions (but without an EHCP or statement).

2. Low Attendance Protocol

A pupil with very low attendance (less than 75%) who seeks an alternative school where a space is available will be offered a trial attendance (half a term) at their preferred school subject to current school, receiving school and family accepting the standard conditions set out in the model agreement developed by Norfolk County Council. If attendance is satisfactory during the trial period (national average attendance achieved) the child transfers to the preferred school. If attendance is not satisfactory the child remains on roll at their original school. The parent would then be entitled to appeal as the preference to transfer would be refused.

3. Managed Move Protocol and Placements from Norfolk's Short Stay School

The aim of the Managed Move scheme is to facilitate a formal process leading to the transfer of a pupil to the roll of a new school in particular circumstances where:

1. The school's behaviour management policy has been exhausted and a pastoral support plan or Annual Review (for pupils with EHCP or statements) meeting considers that a fresh start at a new school would be a positive intervention strategy to maintain the pupil in education.
2. The criteria for a permanent exclusion is likely to be met and the headteacher considers that a move to a new school would present a positive alternative to exclusion.

It will always be preferable to use Managed Move as a positive intervention to avoid the situation deteriorating to the point where an exclusion is necessary. A managed move is always an option even if the criteria for a permanent exclusion has been met.

In all cases it is essential that the full agreement of parents/carers is obtained. The views of the pupil to voluntarily undertake a transfer to another school should also be obtained.

Staff at the Short Stay School for Norfolk (SSSfN) will co-ordinate the transfer to an alternative mainstream school and will maintain records of pupils transferred to ensure an equitable distribution between local schools. Additionally staff at the SSSfN will arrange transfers for any pupil who has been permanently excluded (including exclusions from the independent sector and from other Local Authority schools) or who is currently on their roll where a mainstream school has been identified as providing an appropriate education. Staff will work with the identified local school to support reintegration and pupils will normally be dual registered during the transition to the new school. Staff at the SSSfN will also maintain records of these pupils to ensure an equitable distribution between local schools.

School transport

Home to school transport

Full details of the transport policy is available on the Travel and Transport website www.norfolk.gov.uk/schooltransport or by contacting 0344 800 8020.

For transport purposes, each home address has an allocated school, for each stage of education. This is called the catchment school.

How we decide who is entitled to free transport

Applications for transport are considered individually, taking into account the relevant legal requirements. We provide free transport for children of compulsory school age (5-16) who attend the nearest catchment school or the nearest school, provided they meet one of the following criteria:

1. Aged under 8 and living more than 2 miles from school,
2. Aged 8 or over and living more than 3 miles from school,
3. Primary school pupils aged 8 or over and living more than 2 miles from school who are from low income families,
4. Secondary school pupils from low income families who attend one of the three nearest schools between 2 and 6 miles from their home,
5. Secondary school pupils from low income families attending their nearest school preferred on grounds of religion or belief where this is between 2 and 15 miles from their home.

The qualifying distances of 6 or 15 miles, as stated at 4 and 5 above, will be measured using the shortest route by road. The 2 and 3 mile qualifying distances will be measured by the shortest available walking route using roads and public rights of way.

Ages are taken on 1 September in each school year.

Low income families referred to in 3, 4 and 5 above, means those in receipt of their maximum level of Working Tax Credit or where the child concerned is entitled to free school meals.

Discretionary travel scheme

Some help may also be given with transport to those not entitled under the general policy, if there are spare seats available on existing school buses, for example to those who:

- live within the qualifying distance of two or three miles;
- are not attending their catchment or nearest school.

Parents will be expected to pay a contribution towards costs under the discretionary travel scheme.

Transport help if the local school is full

If the catchment or nearest school is full, transport will be provided in accordance with the general policy to the next nearest school with spaces available. Please contact us (see page 3) to confirm if the local school is full and if so, which is the next appropriate school to attend.

Parental choice and transport

Children may attend any school at which they can get a place, but it does not follow that transport will be provided; transport is only provided in accordance with the transport policy to the nearest or nearest catchment school.

This is also the case if you choose to change your child's school because you are not happy with the school that they attend, e.g. if you feel that they are not addressing any concerns you have over your child's education or welfare. All schools should address any issues raised by parents and therefore transport will not be provided to an alternative school unless parents have followed the full complaints procedure of the school, including raising any concerns with the governing body, and if the school then confirms in writing that there was no further action that could be taken to resolve the situation. The next nearest school would then be deemed the appropriate school for transport purposes.

What help is provided with transport?

For pupils entitled to free transport, we arrange transport on local bus services, rail services or contracted vehicles. In exceptional circumstances, grants may be paid for parents to use their own transport. Cycling allowances are available for pupils who prefer to cycle to school. Each application is assessed based on the distance involved, the age of the pupil, and the availability of other forms of transport. Young people with specific mobility difficulties may be provided with specialist transport. Each case will be assessed on individual circumstances.

How do I apply for transport for my child?

You will need to complete an on line application form, available from our website - www.norfolk.gov.uk/schooltransport or make a telephone application via our Customer Services Centre 0344 800 8020. You can also print off a form from the website.

I do not live in Norfolk but my child goes to a school in Norfolk. Can I get any help with transport?

If you do not live in Norfolk, you must contact the authority for the area in which you live for help.

Safety

We will specify the transport arrangements and appropriate pick-up points for each route and will take all reasonable precautions to ensure the safety of pupils on their journeys to and from school. For their part, children are expected to behave whilst travelling and to observe the Code of Conduct. Parents are responsible for getting their child to and from the nearest pick-up point and are reminded that their child's safety is solely their responsibility at all times before they board the vehicle for the journey to school and after they get off the vehicle on their way home.

Further information

If you need further help or information, please telephone the Travel & Transport helpline: 0344 800 8020 or visit the website at www.norfolk.gov.uk/schooltransport or email us at: education.transport@norfolk.gov.uk

Other information

Provision for pupils with special educational needs

Many children experience a difficulty with learning, or other special educational need at some point in their school life. It is nearly always possible to provide appropriate help and support within local mainstream schools and it is our policy to do so wherever possible. The standard admission rules will apply.

If you think your child has a special or additional need, you should first talk to his or her class teacher. This may result in a special programme being set up within the school or in some cases it may lead to contact with one of our specialist services.

All schools are required to have a SEN Information Report, in line with the Children & Families Act (2014), and sometimes known as the schools 'local offer'. This should include details of the ways special needs are assessed and what resources will be used to help pupils with difficulties.

If neither the school's own resources nor help from specialist services enable your child to make satisfactory progress, it may be necessary, in consultation with you (the parent/carer), to carry out an assessment for a Education, Health & Care Plan (in line with the Children & Families Act (2014)). The need for this assessment will be carefully considered first. The assessment will always involve those with parental responsibility and your child's teacher, as well as key professionals that are supporting children directly and/or advising schools on how to provide support.

If necessary, a Education, Health & Care Plan will be produced describing your child's special educational needs and how they will be met. The help provided can be in a variety of forms and may include additional specialist teaching, resources, support from a teaching assistant or attendance at a specialist educational provision, either part time or full time.

Most children with statements in Norfolk go to their local mainstream school. A much smaller number of children go to special schools. These schools are usually smaller than mainstream schools and are for children whose needs can only be met in a more specialised setting.

These smaller schools have a very limited number of places and we have to look at the individual needs of each child to decide who should attend.

If you would like your child to go to a special school, we will carefully consider your request.

If you feel your child may need a special school place, you should ask at their present school for an Interim Review of their statement/education, health & care plan. At the Review your views and those of your child's school can be discussed and recommendations for changes to the statement can be made to the Local Authority

If you would like your child to go to a special school contact your Education, Health & Care Plan Co-ordinator (previously known as Additional Needs Co-ordinator). Their details will be in the letter you have from us about your child's statement/education, health & care plan. If you do not have their contact details call 0344 800 8020 or email: information@norfolk.gov.uk

If you are planning to move to Norfolk please contact us if you feel your child needs a Special School placement on 0344 800 8020. You should also tell your child's current school and Local Authority.

If you live outside Norfolk and are not moving but are thinking about asking for a place in a Norfolk Local Authority Special School, you need to speak to your own Local Authority's Special Needs Department. Details for all Local Authorities can be found at:

www.direct.gov.uk/en/DI1/Directories/Localcouncils/index.htm

To find out what help is available to support children with SEN and their families in Norfolk, visit

http://www.norfolk.gov.uk/Childrens_services/Special_educational_needs_and_disabilities/Early_years_education_and_training/Schools/Specialist_education/State_funded_special_schools/index.htm

Norfolk SEND Partnership

If you live or are moving into Norfolk and want to talk to someone who is independent about special educational needs, call Norfolk SEND Partnership

Norfolk SEND Partnership provides information and support for parents and carers of children with special educational needs. It works closely with parents and local voluntary and statutory organizations to plan its service.

Parents can be helped and supported by:

- A confidential listening service to discuss concerns about their child's special educational needs;
- User-friendly information;
- Information about voluntary or statutory organizations that can provide further help;
- A volunteer independent parental supporter.

Norfolk SEND Partnership trains and coordinates a team of volunteers who can support parents in many ways, including help with paperwork, meetings in school or with statutory assessment and statements. 'Norfolk SEND Partnership News' is produced each term and is available on our website, in schools and libraries or from the address below. We ask schools to give a copy to the parents of every child who has a special educational need. All of our information booklets are available on our website or by contacting the office.

For more information, please contact:

Norfolk SEND Partnership, Woodside Road, Norwich, NR7 9QL.

Tel: (01603) 704070 - there is a 24-hour answer phone.

E-mail sendpartnership.iass@norfolk.gov.uk or visit our website on: www.norfolkparentpartnership.org.uk

Provision for disabled pupils without EHCPs or statements

Any disabled pupils without an ENCP or statement who have specific physical needs that cannot be met by their catchment school will be considered as in the catchment area for the next nearest school that has (or can have with reasonable adjustments) the appropriate facilities. A panel of officers will be convened by the authority each year during the admission rounds to consider any cases where that may be required to ensure consistency across Norfolk.

Contact the Disability Coordinator for further information and advice:
Tel:0344 800 8020.

Attendance support

Attendance team

Attendance staff promote good attendance at schools in Norfolk. Attendance is extremely important to ensure that all children have every opportunity to achieve their maximum potential. Attendance Improvement Officers follow up cases of unsatisfactory attendance providing support and advice to schools and families.

Contact for further information and advice: Tel: 0344 800 8020

Child employment

All children of compulsory education age from 13-16 require a permit to be employed. Legislation stipulates that it is an employer's responsibility to apply for a permit and failure to do so is an offence. Child Employment staff work with employers and parents so that legal requirements are complied with. Performance Licences are issued for children 0-16 who perform in films, theatre, modelling or sporting activities.

Contact for further information and advice: Tel: 0344 800 8020

Behaviour support

Exclusion helpline

This is available to provide advice and support to parents of pupils excluded from school.

Contact for further information and advice: Tel: 0344 800 8020

Child protection and safeguarding children

The Education Act 2002 places statutory requirements upon the Local Authority and schools to safeguard and promote the welfare of children. All schools and educational establishments are required to have a Safeguarding & Child Protection Policy and a Senior Designated Professional with lead responsibility for safeguarding children. Training for school staff is provided by the Local Authority and Norfolk Safeguarding Children Board (NSCB). All schools and educational establishments are required to follow national statutory guidance and NSCB procedures and have a duty to refer cases of suspected child abuse to Children's Services.

Parents can ask the school for a copy of their Safeguarding & Child Protection Policy. For further information contact the Headteacher or the Senior Designated Professional at the school.

Educational Psychology and Specialist Support

Educational Psychology and Specialist Support consists of educational psychologists, advisory learning support teachers, EPSS social workers, and specialist support assistants, who work together to help children, parents, and staff in schools and other settings. The teams provide a graduated continuum of support ranging from training, consultation, assessment, and advice, to specialist interventions for children, their families and schools/settings.

The team has four main areas of work:

- To perform statutory SEN duties for the Local Authority.
- To work with groups of children that the Local Authority considers to be particularly vulnerable e.g. children looked after.
- To provide a Core Offer of support to schools and clusters of schools. In this role, educational psychologists and advisory learning support teachers provide consultancy advice to clusters and schools, provide individual consultations where appropriate, and, in the case of very complex difficulties, may provide assessments.
- To provide a wider range of educational psychology and learning support activities to schools on a traded basis.

Requests for the involvement of EPSS are made by Head teachers/SENCOs .

Contact for further information and advice: Tel: 0344 800 8020

There is also a specialist support service for children and young people with visual, hearing and multi-sensory impairments.

Contact for further information and advice:

Tel: 0344 800 8020

English language support service

This service works with schools to raise the achievement of ethnic minority pupils at risk of under-achievement and to meet the particular needs of pupils for whom English is an additional language, refugees and asylum seekers. It offers support to pupils who are new to English, teacher support for more advanced learners and home/school liaison where appropriate.

Contact for further information and advice: Tel: 0344 800 8020

Traveller Education Service

The Traveller Education Service promotes the education of children and young people with highly mobile lifestyles and traveller heritage. It offers direct teaching, curriculum support and training to schools and also provides support, advice and information on educational matters to the families of children from the different Traveller communities.

Contact for further information and advice: Tel: 0344 800 8020

School Governors

Anyone who would like to offer their services to both the school and community by serving as a school governor should contact Governor Services, Professional Development Centre, Woodside Road, Norwich, NR7 9QL.

Tel: 0344 800 8020 or e-mail governorservices@norfolk.gov.uk

School catering

How meals are provided

First, infant, junior and primary schools

In most of these schools a two-course meal is provided at a fixed price. The menus are varied and designed to appeal to children. You can get a copy of the current menu from the school. Schools will tell parents of the arrangements for payment of school lunch money but parents usually pay on Monday for the whole week. If a pupil is absent on a day when a lunch has been paid for, the cost of the meal will be held in credit until the pupil's return.

Secondary schools

Most high schools have self-service cafeterias with a wide range of popular dishes. Pupils may choose from a menu of individually priced items, paid for at the time they are taken. They should therefore take money to school everyday. The menu is on display at the school so that pupils can choose what they would like to eat and calculate in advance how much money it will cost them. Copies of menus and price lists are available from the school.

Menus

Menus offer two choices, one of which is a meat free alternative.

The menus follow the Government Nutritional Guidelines and include many freshly cooked dishes. Processed and shaped protein products are no longer used. Meals are prepared and cooked fresh daily, with a balance of home cooked and ready prepared foods. We offer fresh and where possible locally sourced meats, vegetables and fruit. In the presentation of our menus we endeavour to provide reduced salt, skimmed milk, reduced fat, reduced additives and preservatives and no harmful 'E' numbers.

If your child would prefer a healthy packed lunch this can be provided by the school caterers. If you wish to find out more about our menus, please contact us on 0344 800 8020.

Special diets

Special diets can be provided for medical or religious reasons. If your child requires a special diet, you should give details to the school, including any recommendations. A letter from your child's doctor should accompany any requests for special diets on medical grounds.

Packed lunches

Pupils bringing packed lunches to school are provided with a chair and a table at which to eat their meal. Cutlery and crockery are not provided and therefore children wishing to have a drink should bring their own cups. Drinking water is available. In the interests of hygiene and safety, parents are asked to cooperate with the school in the provision of packed lunches. Lunches should be packed in leak proof containers. Canned drinks, vacuum flasks and glass bottles should be avoided. Parents are advised that packed lunches are not refrigerated at school.

Free school meals

All children attending Reception, Year 1 and Year 2 are offered free school meals as part of the Government's Universal Free School Meals for Infants programme. If you receive a benefit that gives entitlement to Free School meals (as detailed below) the school can also get additional funding but you must apply for us to confirm this to the Headteacher.

Children of families receiving Income Support, Employment Support Allowance (income related), Income-based Job Seekers allowance or Universal Credit are entitled to receive free school meals. Families receiving support under Part VI of the Immigration and Asylum Act 1999 are also entitled.

Families receiving child tax credit but who are not entitled to a working tax credit, and whose annual income (as assessed by the Inland Revenue) does not exceed £16,190 are also entitled, as are those who receive the guarantee element of state pension credit. Those families receiving working tax credit are not entitled to free school meals.

Note: Where a parent is entitled to working tax credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school meals.

From 1 April 2018, those who receive Universal Credit (provided the family has an annual net earned income of no more than £7,400, as assessed by earnings from up to 3 of the most recent assessment periods) are entitled.

Whilst Universal Credit is being rolled out the following pupils are protected against losing their free school meals entitlement.

- All existing free school meal pupils will continue to receive free school meals
- Any child gaining eligibility for free school meals after 1 April 2018 will be protected

Once Universal Credit is fully rolled out (which is expected to be by March 2022) any existing claimant who no longer meets the criteria will continue to receive free school meals until the end of their current phase of education.

If you are receiving one of these benefits either contact the Headteacher of your child's school to obtain an application form or call 0344 800 8020 for further advice.

You do not need to provide proof of the benefit you receive with your application. We will carry out checks against the records held by the Department for Work and Pensions, HM Revenue and Customs and the Home Office to determine entitlement. If further information is required in support of your application you will be contacted again.

The application form can be obtained from your child's school or from us at Free School Meals Section, Children's Services, County Hall, Martineau Lane, Norwich, NR1 2DL Tel: 0344 800 8020 or from our website at www.norfolk.gov.uk

Milk

A third of a pint of milk a day is provided free of charge to pupils attending special schools and to those recommended on medical grounds by the County Council's medical practitioner. Milk is also available at a subsidised price to pupils in most of the county's schools.

Further information

For more information about school meals or milk, please contact: The Contracts Unit, Children's Services, County Hall, Martineau Lane, Norwich, NR1 2DL
Tel: 0344 800 8020

Charges for school activities

For some activities, a charge may be made to cover costs in certain circumstances. These may include:

- music tuition
- cookery and craft activities where ingredients and materials are required
- transport for school visits
- board and lodging on school trips
- entry for examinations for which the pupil has not been prepared by the school.

If you have difficulty meeting any charges you should discuss the matter in confidence with the headteacher. If you are in receipt of Income Support, Income Based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, and not entitled to Working Tax Credit and your annual income (as assessed by the Inland Revenue) does not exceed £16,190 (as at 6 April 2016) you may be eligible for remission of board and lodging costs. Each school is required to have a charging policy. The school's charging policy must be described in its brochure, available from the school. We have a policy which is recommended to governing bodies but it is for the governing body to decide whether or not to adopt this. Details of our charging policy are available from the Customer Service Centre
Tel: 0344 800 8020

Educational visits and journeys

Educational visits are an essential part of school life, providing stimulating opportunities to promote learning and personal development. All off site visits are managed in school through the schools educational visits coordinator according to our guidance and procedures. Parents should be informed of all off site activities and asked for medical information, emergency contact details and consent. For regular local visits such as sports fixtures this can be via on-going or blanket consent for a fixed period of time.

Schools may ask for voluntary contributions (in addition to travel and accommodation costs) towards the cost of school trips that may not run if funds are not available. We are constantly re-evaluating safety procedures and many schools may ask parents to volunteer to support visits & hence parents maybe required to undergo appropriate checks before they can help on school visits. The Norfolk County Council Adviser for Outdoor Learning gives approval for adventurous, residential and visits abroad and can be contacted for advice.

Outdoor Learning Adviser.
Professional Development Centre,
Woodside Road, Norwich, NR7 9QL
Tel: 0344 800 8020

Insurance

A liability insurance policy covers Norfolk County Council, its employees, approved voluntary helpers and pupils against any claims arising from acts of negligence by the County Council.

Insurance for Academies

Schools which have moved to academy status are no longer automatically insured by the County Council. Some have chosen to stay under our insurance cover and therefore have the same arrangements as above. However some have bought their own private insurances and these policies may vary.

Complaints about schools

Concerns and complaints about a school are dealt with by the school. Every school has its own complaints procedure and they will provide a copy on request. The Authority only gets involved if the school has not followed its own procedure correctly. Even then the matter still has to be resolved by the school.

If your concern or complaint is about Children's Services:

Tel: 0344 800 8020

Fax: 01603 222008

E-mail complimentsandcomplaints@norfolk.gov.uk

We will try to help you immediately. Sometimes this is not possible and your enquiry will be passed to the person most likely to be able to help. This person will give you their name, title, telephone number and e-mail address and will either help you immediately or tell you how they will deal with your complaint. They will ask you if you agree to these arrangements and how you would like to be contacted. We will try to deal with your complaint as quickly as possible and within 15 working days.

Information about the complaints procedure can also be found on the Authority's website: www.norfolk.gov.uk

