

Norton CEVC Primary School

Admission Policy

Learn Believe Achieve

Hand in Hand with God and each other



Introduction

The Admissions Authority for Norton CEVC Primary School is Suffolk County Council (LA).

We are committed to considering all applications fairly and equally. This Admissions Policy is subject to a statutory public consultation and conforms to the 2014 Schools Admissions Code and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002. The policy should be read in conjunction with Suffolk County Council's 'Admission Arrangements' (Determined Admission Arrangements) to Schools in Suffolk for the 2025/2026 School Year.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/admissions-to-schools-in-suffolk-for-the-20252026-school-year>

Aims and Objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we follow the procedure set out below in order to determine whether a child is accepted or not.

Pupil Admission Number (PAN)

The Pupil Admission Number is the number of children the school can accommodate in each year group. The PAN for our school is 30 pupils.

Admissions Procedure

The Local Authority is the 'Admissions Authority' for Norton CEVC School. The regulations for entry to each school are published each year by the LA. Parents can receive a copy of these regulations directly from the LA or to find out more information click the link:

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

The LA publishes an admission guide each year, which gives information about how parents can apply for a place in the school of their choice.

Parents have a right to express a preference for the school of their choice and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school.

Application forms can be obtained from the Education Department of the LA or online and should be completed by the date stipulated on the forms, applications for a primary school place for 2024/2025 need to be submitted by Monday 15 January 2024. The LA notifies parents when a place has been given in the April each year.

In Suffolk, children enter school in the academic year in which they become five. Therefore, parents who would like their child to be admitted to this school during the year in which their child is five, should ensure that the application form is returned to the school or LA (or online) by the January of that year.

Admission Appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeal panel then meets to consider all appeals by parents who have been refused a place at Norton CEVC School and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned.

Late Applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If you were unable to apply by the closing date, and the Local Authority agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme and evidence is provided with your application. This only applies in circumstances outside your control which made it impossible for the application to have been made on time. Further information is available from the Local Authority on 0345 600 0981 or at www.suffolk.gov.uk/admissions.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Review

This policy will be reviewed regularly in line with the Admissions Authority's regulations.

Signed: Lisa Sparkes

Review October 2025