Astley Primary School Admission Policy 2027-2028

As a Community School we follow the Norfolk County Council policy for first admission to school and moving schools within an academic year, which is as follows:

First Admission to School

Reception class applications for September 2027 opened on 23 September 2026 and will close on 15 January 2027.

If your child is due to start school in September 2027, you need to apply for a reception class place.

Parents are entitled to defer their child's admission or request that their child attend on a part-time basis. By law, children must start statutory education full-time no later than the beginning of the term following their fifth birthday.

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 Education Health and Care Plan (EHCP) naming that school

2. are in public care or have been adopted

3. live in the area served by the school and who have a sibling attending the school at the time of their admission

4. live in the area served by the school who have a brother or sister attending the feeder junior school

5. have a disability and live in the area served by the school (Appropriate professional evidence will be required to confirm the disability)

6. live in the area served by the school

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 area served by the school 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 area served by the school who have a brother or sister attending the feeder junior school

11. have a disability and live outside the area served by the school (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 there is a demonstrable skill shortage

13. live outside the area served by the 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.

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 – All applications for admission to all Norfolk primary and secondary schools must be made through the local authority's admissions department. The Norfolk County School Admissions Department can be accessed at www.norfolk.gov.uk and then follow the links to Education and Learning then Schools and then School Admissions.

Pupil Admission Numbers

Astley Primary School has a PAN (Pupil Admission Numbers) of 30 for reception class. Which is limited to a maximum number of 30 pupils for all infant aged classes.

Admissions Appeals

If your child does not get a place at your chosen school, you will be offered a place at one of your preferred schools. You have the right to appeal the decision if you are not offered a place at one of your preferred schools. Information on how to do this can be found here:

School admission appeals - Norfolk County Council

In Year Admissions Information on moving schools within an academic year can be found here:

https://www.norfolk.gov.uk/movingschools

If you have any queries about the admissions process, please either contact the Head Teacher at the school or contact Norfolk County Council Children's Services by email at admissions@norfolk.gov.uk. Further information on School Admissions can be found here: School admissions - Norfolk County Council

Review Date: September 2027