



The CARE Federation



Admission Arrangements

This policy follows the model determined by Norfolk County Council.

Agreed by Governing Body: Autumn 2025

To be reviewed: Autumn 2026

Group Responsible: Full Governors

Pupil Admission Number at The CARE Federation

The CARE Federation follows Norfolk County Council's admission arrangement.

Name of School	Intake Number
Spixworth Infant School	45 Reception children can start every year
Sparhawk Infant and Nursery School	60 Reception children can start every year
Woodland View Junior School	45 Year 3 children can start every year

By law, children must start statutory education full-time at the beginning of the term following their fifth birthday.

- You will need to make an application for a reception class place, even if your child currently attends a nursery class at the same school.
- Attendance at a nursery attached to a school, does not normally give you any priority for a place at that school.

Admission Dates for Reception Class

All parents of children born between 1 September and 31 August must be offered a full time place from September following their 4th birthday. 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.

Parents are required to choose their preferred choice of school and send this to the Local Authority by January in the year before their child starts school. The federation does not decide who does or who does not get a place as this is organised by the Local Authority. Parents will be informed of their place on 'Offer day' in April. 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 Norfolk County Council will send you a letter by 2nd class post telling you at which school your child has been offered a place.

Admission Dates for Year 3 Class

Parents are required to choose their preferred choice of school and send this to the Local Authority by January in the year before their child transfers schools. The federation does not decide who does or who does not get a place as this is organised by the Local Authority. Parents will be informed of their place on 'Offer day' in April. 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 Norfolk County Council will send you a letter by 2nd class post telling you at which school your child has been offered a place.

Applications

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

Information about primary, infant and junior schools in Norfolk can be found on the Norfolk admissions website. 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.

Over subscription rules for Reception Children

If there are more applications for places than there are places available, Norfolk County Council 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, have been adopted from public care or adopted from abroad who are due to transfer
3. live in the catchment area and who have a sibling attending the school at the time of their admission
4. have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability)
5. live in the catchment area
6. have been allocated a permanent place at a Specialist Resource Base attached to the school. (Places allocated by Norfolk County Council's Placement panel)
7. children eligible for the service premium.
A pupil is eligible for the service premium if: one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service); they have been registered as a 'service child' on the January school census at any point since 2016; one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
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, 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 the member of staff is recruited to fill a vacant post for 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.

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

NOTE: Criteria 6 only applies to schools which have a Specialist Resource Base on site.

Oversubscription rules for Year 3 Children

If there are more applications for places than there are places available, Norfolk County Council 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. are in public care, have been adopted from public care or adopted from abroad 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 eligible for the service premium. A pupil is eligible for the service premium if: a. one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full time reserve service); b. they have been registered as a 'service child' on the January school census at any point since 2016; c. one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.
7. 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
8. children who are due to transfer, living outside the catchment area and attend a feeder school at the opening date of the admission round.

9. 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

10. 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.

11. children attending primary schools with a brother or sister at the junior school

12. 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.

Important notes

‘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.

If your request for a place at Spixworth Infant School, Sparhawk Infant and Nursery or Woodland View Junior School is unsuccessful parents have the right of appeal. Parents should contact the Local Authority if this applies.

Admissions into other year groups

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. A decision as to whether or not there is a place at the school in the appropriate year group will be made by the Local Authority.

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.