Great Massingham & Harpley CofE Primary Schools Federation

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Admissions Policy

Policy produced by	Headteacher	
Date policy reviewed and approved	Jan 2026	
Reviewed and approved by	Governing Body	
Next review due	Jan 2027	
Published on website	**Yes**	No

Admissions Policy Statement

As a Voluntary Controlled School Federation, we follow the Norfolk County Council policy for first admissions to school which is as follows:
By law children must start statutory education full time at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory school age, parents may defer their child's entry into school until later in that academic year.
For Community and Voluntary Controlled Schools, children born between 1st September and the end of February may start school full time at the beginning of the autumn term before their fifth birthday.
Children born between the 1st March and 31st August, may start school full time from September or, if parents prefer, part time at the beginning of the autumn term before their fifth birthday and full time at the beginning of the spring term before their fifth birthday.
If there are more applications for places than there are places available, the Local Education Authority will give preference to children living nearest the school according to the following criteria in this order of priority:

1. Children with an education, health and care plan (EHCP) naming that school.
2. Children who live within the designated area and have a brother or sister attending the school at the time of their admission.
3. Children who live within the designated area and have no brother or sister attending the school.
4. Children who live outside the designated area and have a brother or sister attending the school at the time of their admission.
5. Children living outside of the designated area and have no brother or sister attending the school at the time of their admission.

Parents who wish to apply, must do so via the Norfolk County Council website.
https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions

In-Year Admissions

Moving to another school at a time outside of transition into reception, junior school (where a child had previously been at an infant only school), or secondary school; is an 'in-year transfer'.

This could be a move between Norfolk schools, or a move to a Norfolk school from a school in a different local authority.

More information about this process can be found here.
https://www.norfolk.gov.uk/article/38198/Moving-schools-during-the-school-year

If you require any further information regarding admissions, please contact:
Norfolk County Council, Children's Services County Hall Martineau Lane Norwich
NR1 2DL
Tel. 0344 800 8020
Email admissions@norfolk.gov.uk