



Colby School

Admissions Policy

Pupil Admission at Colby School.

Colby School follows Norfolk County Council's admission policy. The school has an intake number of 20, which means up to 20 reception children can start every year.

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

Admissions 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 parttime basis, however the child must start school on a full time basis no later than the beginning of the term after their 5th birthday.

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. Colby School 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. Norfolk County Council will send letters by first class post on that day telling you at which school your child has been offered a place. If you have applied online, you will also receive an email on the same day.

Applications.

Parents can register their preference either online (www.admissionsonline.norfolk.gov.uk) or by returning a form which can be downloaded from the same website.

Information about primary schools in Norfolk can be found on the Norfolk admissions website. You can find out your catchment school at www.whereilive.norfolk.gov.uk

Over subscription rules.

If there are more applications for places than there are places available, County 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 Care Plan (EHCP)
2. are in public care or have been adopted from public care
3. live in the area served by the school and who have a sibling attending the

school at the time of their admission

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

5. live in the area served by the school

6. live outside the area served by the school who have a brother or sister with an Education Health Care Plan (EHCP) attending the school at the time of their admission

7. live outside the area served by the school who have a brother or sister attending the school at the time of their admission

8. have a disability and live outside the area served by the school (appropriate professional evidence will be required to confirm the disability)

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 which there is a demonstrable skill shortage

10. 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.

Important notes.

The address given on the application form will be used to decide the catchment school.

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

If your request for a place at Colby School is unsuccessful, parents have the right of appeal. Parents should contact the Local Authority if this applies.

Admissions into other year groups.

It is generally agreed that, unless there are exceptional reasons why a child should move immediately, 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 normally 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).

This guidance does not apply where a family has moved a significant distance from their previous home address that makes travel to their current school unreasonable. In this case, the Admissions Team will process the application as soon as it is received. The Local Authority will make a decision as to whether or not there is a place at the school in the appropriate year group.

Prospective parents are invited to contact the Headteacher, Mrs Christine Mead, by telephone on 01263 733381 or by email at head@colby.norfolk.sch.uk if they would like to discuss any aspect of Admissions.

Christine Mead

Date of last review: March 2025.

Next review scheduled: March 2026.

