Admissions Policy

Formally adopted by the Governing Board of:-	**Bressingham Primary School**
On:-	**September 2026**
Headteacher:	**Joanna Lewis**
Chair of Governors:	**Diane Perry Yates**
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Introduction
The Governing Body of Bressingham Primary School follows Norfolk's Admission Policy:

By law, children must start statutory education full-time at the beginning of the term following their fifth 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 no later than the beginning of the term after their fifth birthday. The place must be taken up by the start of the summer term. Please see **Appendix 1** below for further information.

First Admission to School
As a Foundation School we set our own arrangements for first admission to school. If an own admission authority school is oversubscribed, details of all preferences cast for the school will be forwarded to the governing body so that their oversubscription rules can be applied. Parents will be advised to complete a supplementary application form or forward appropriate additional information as required by those own admission authority schools that require this to apply their oversubscription rules.

The school will admit up to its admission number in the Reception age group each year if sufficient applications are received. All applicants will be admitted if the admission number or fewer apply.

Oversubscription rules for Bressingham Primary School
If the school is oversubscribed, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Children who have an EHCP or Statement of Educational Needs naming the school.
2. Children from public care or adopted from public care or adopted from abroad and are due to transfer.
3. Children with a sibling attending the school at the time of application.
4. Children who live in the school's catchment area.
5. Children with a parent that works at the school (who has been employed for at least 2 years at the time of application, or is recruited to a vacant post where there is a demonstrable skill shortage)
6. Children that live outside the catchment area of the school.

If there are more applications for places than there are places available, the authority will give preference to children living nearest to the school (using the "crow fly" distance measurement), according to the above rules and in order of priority,

To determine who lives nearest, distance will be measured on a straight '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.

Who is defined as a brother or sister?
When we apply the oversubscription rules, the term 'brother' or 'sister' means: brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit.

What happens if parents live at separate addresses?
Where a child lives with separated parents who have shared responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expec evidence to support this at the time of application. In cases where the child spends an equal proportion of the week with both parents, evidence of the main contact address and which parent receives the child benefit will be required to support the application.

Information on admissions and schools in Norfolk
Full information about the admissions process in Norfolk and frequently asked questions are available here: https://www.norfolk.gov.uk/admissions

Make an application
Apply online - www.admissionsonline.norfolk.gov.uk or complete a paper application available from www.norfolk.gov.uk/admissions or by requesting a copy from Customer Services on 0344 800 8020

If you apply online, decisions will be made available on the website on 16th April 2027 at www.admissionsonline.norfolk.gov.uk

If you have sent in a paper application. Admissions will send you a letter by 2nd class post telling you at which school your child has been offered a place.

First admission to school timetable

• Round opens - 23 September 2026

• Round closes - 15 January 2027

• National Offer Day when school place decisions are made available - 16

April 2026

• Appeals - please see guidance at: https://www.norfolk.gov.uk/38201

If you need more information or help, get in touch with Norfolk County Council, Admissions by emailing them at admissions@norfolk.gov.uk.

2026-2027 Norfolk in Year co-ordination scheme
Timetable for In-year Admissions:
We expect transfers to take place at the beginning of each school term
• at the beginning of the spring term (i.e. after Christmas)
• at the beginning of the summer term (i.e. after Easter)

• at the beginning of the autumn term (i.e. after the summer holiday)
• Late applications will be accepted until the beginning of the autumn term (i.e. after the summer holiday)

Applications will be considered in advance of the published timetable where families can demonstrate that there are exceptional reasons why an earlier transfer is required. Where the Local Authority and the relevant admission authority accepts that there is sufficient evidence and all parties support an earlier transfer the application will be considered without delay.

Applications will be considered immediately when families have moved a distance which makes travel to the current school unreasonable (more than statutory walking distance from the current school and no existing home to school transport available to support continued attendance at the current school). In year application for places require parents to contact Admissions at County Hall, tel. 0344 800 8020, or email: admissions@norfolk.gov.uk. Parents are free to contact the school in the first instance to enquire about availability and to view the school, tel. 01379 687318, or email info@bressingham.norfolk.sch.uk.

Moving to secondary education

At the end of Year 6 children will usually transfer from this school to Diss High School although some parents may choose schools further afield. Some children also transfer to the independent sector at eleven. We have close links with our feeder high school and our pupils have the opportunity to participate in activity sessions prior to transferring to their new high school. Every effort is made to ensure children feel confident when they leave us to begin their next school.

Appendix 1

Guidance on delaying your child's Reception place until the following school year.

1. The admission authority must consider parental requests to delay their child's admission to Reception until the following school year and make decisions based on the circumstances of each case and in the best interests of the child.

2. Parents who are considering delaying their child's entry to school should be aware that teachers are skilled in differentiating the curriculum to meet a diverse range of needs. Parents are encouraged to visit the schools they are thinking of applying for where staff will be able to explain the provision on offer to children in Reception class, how it is tailored to meet the needs of individual pupils and how the needs of each pupil will continue to be met as they move up though school.

3. The law requires a full-time place to be offered from September when the child is four the law allows parents to ask for their child to be admitted but lets them defer the start date until later in the school year or to start on a part time basis. The effect of this is that the place is held and cannot be offered to another child. However, for a place to be held, admission can only be delayed within the academic year. This means the admission must take place by the summer term. Places cannot be held until the following autumn term for those children who are five during the preceding summer term. Parents who want to delay admission to within the same school year must apply for a place as normal and once a place has been allocated the parent is responsible for contacting the headteacher to discuss the delayed admission.

4. Where a parent wishes to delay their child's admission until the following school year parents are encouraged to make requests to delay in good time before the closing date for the normal admission round (to start school when their child is 4 or more but less than 5 years old on 1 September - the normal year for admission (see published timetable). Parents will need to provide the detailed reasons to enable their request to be given proper consideration and are encouraged to include any supporting evidence from relevant professionals where appropriate.

5. Parents will need to confirm which school(s) they are planning to express preferences as the decision will be made by the admission authority for the school, the Local Authority for Community and Voluntary Controlled Schools, the Governing Body for Foundation and Voluntary Aided Schools and the Academy Trust for Academies and Free schools.

6. Where an admission authority agrees to a request to delay admission until the next academic year the parent will be able to apply in the following year when their child is 5+ on 1 September. Any agreement to a request to delay admission does not guarantee a place at the preferred

school, but the application will be considered alongside all other applications for a Reception place (described as “due to start school” in our admission arrangements).

7. Parents need to be aware that the admission authority for a school can change (for example if a school becomes an academy). The new admission authority has the legal right to re-consider the request at the time of application.

8. Parents making a request for admission out of the normal age group are encouraged to also make an application for a place in their child’s normal age group at the same time. If the application to delay is made by the national closing date for applications, the admission authority will ensure that the parent receives the response to their request before the primary school national offer day (16th April or the next working day)

9. Late applications are considered after those received on time and this is why it is important for your request to be made before the closing date for applications for the normal admissions round, 15 January each year, so that your application can be considered in your child’s normal admissions round if your request is not upheld. Alternatively, you can apply at a later stage, either as a late application for Reception or you can re-apply during the following year for your child to attend a school in Year One. This will depend on the availability of spaces in the Year One cohort your child would join.

10. Department for Education advice on the admission of summer born children” can be found at: Summer born children: advice for parents - GOV.UK (www.gov.uk)