

APPENDIX C 2025/26 Norfolk In-Year Co-ordination Scheme

Norfolk Admission Arrangement 2025/26

1. Parents seeking a Norfolk school place are offered the opportunity to express up to four* preferences. (*Subject to the outcome of this consultation)
2. Parents will complete an in-year common application form that must be returned direct to the Admissions Team at Norfolk County Council.
3. Any parents seeking to apply direct to a school will be provided with an in-year common application form inviting up to three preferences which is then forwarded to the Admissions Team.
4. Closing date for applications will be as per the published timetable below.
5. 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.
6. 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).
7. The Local Authority will contact preferred school(s) to check on availability of place(s). Where a Foundation school, Voluntary Aided school, Free School or Academy has more applications than places available details of the preferences will be forwarded to the school to prioritise the applications using their published over-subscription rules.
8. The published admission limit only applies to the intake year at a school. However, this number will be considered for in year admissions unless a school is significantly undersubscribed. In this situation schools will be considered full in a year group when they reach an appropriate operational limit within their existing class organisation.
9. Academies, Foundation, Voluntary Aided and Free Schools must return all applications sorted in rank order to the County Council within 10 school days of the request.
10. The County Council applies the published admission rules in the event of oversubscription at Community or Voluntary Controlled schools to prioritise all applications.
11. Where more than one place could potentially be offered the single offer will be for the school that the parent has ranked the highest. Lower ranked preferences will be withdrawn.
12. Where no preference can be met, and the child is not already attending a local school, a place will be allocated at a school in accordance with Norfolk's Fair Access Protocol.

13. Norfolk County Council will send out offers of school places for Norfolk schools by second class post as per the timetable.
14. Parents will be advised of their right of appeal against any refusal and to whom their appeal should be lodged for each preference that is refused.
15. One application will be considered each academic year unless there has been a material change in the pupil's or family's circumstances.
16. No waiting lists will be maintained by the Local Authority as part of the in-year co-ordination scheme.
17. Own admission authority schools are not required to take part in the in year co-ordinated admission scheme and parent/carers can apply direct to these schools. Those not taking part in the scheme are listed on the Council's website. These schools are required to confirm to the Local Authority applications received and the decision made.

Timetable for In-year Admissions:

We expect transfers to take place at the beginning of each school term and **will only consider applications which are received by the Admissions team on or before:**

- 31 October for a transfer at the beginning of the spring term (i.e., after Christmas)
- 28 (29) February for a transfer at the beginning of the summer term (i.e., after Easter)
- 31 May for a transfer at the beginning of the autumn term (i.e., after the summer holiday). Late applications will be accepted until 3 July for a transfer at the beginning of the autumn term (i.e., after the summer holiday)

Applications received after the specified dates will not be considered until the next closing data for admission.