Swanton Morley VC Primary School
"Love your neighbour as yourself.

Date agreed	September 2026
Signed	R Robinson
Role	Chair of Governors

Admissions Policy 2026/27

At Swanton Morley VC Primary School we follow Norfolk County Council Policy for first admissions and in-year (i.e. at any point during the academic year) admissions to school.

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

All children born between 1st September 2022 and the 31st August 2023 must be offered a full-time place from September 2027.

Children cannot start earlier than the policy allows.

Parents are entitled to ask for the child to be admitted into school but delay their start date until later in the school year. A place is then held for them and cannot be offered to another child. However, the child must start school on a full-time basis during the academic year following their fourth birthday and no later than the beginning of term after their fifth birthday.

Parents can also request that their child attend school on a part-time basis. At Swanton Morley VC Primary School, we implement a phased start to school; from just mornings, to mornings and lunchtime, to full days. This is done over the first few weeks of the autumn term and has proved very successful at settling pupils in to our school.

In particular circumstances where children have specific needs, and at the discretion of the Headteacher, parents may request a more flexible approach.

School admissions policy 2026/27

If there are more applications for places than there are places available, we 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 a statement of special education needs (or Education, Health and Care Plan) naming the school;
2. Are in public care or have been adopted;
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. 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. Live outside the area served by the school who have a sibling with a statement of educational needs (or and Education, Health and Care plan) attending the school at their time of admission;
8. Live outside the area served by the school who have a sibling attending the school at their time of admission;
9. Have a disability and live outside the area of the school (appropriate professional evidence will be required to confirm the disability);
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.

During the term before they start, wherever possible children will be invited to visit the school so that they can be familiar with the teachers and the classroom.

There will also be an opportunity for parents to ask any questions they may have, order school uniform, purchase school bags and collect admissions forms from the school office.

In-Term Admissions

A move to a different school at any time other than admission to reception, transfer to junior or transfer to secondary is known as an 'in-year transfer'. This could be a move between Norfolk school or a move to a Norfolk school from a school in a different area.

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

If you need to transfer to a school that is not in Norfolk you will need to contact your new local authority to ask about their admissions process. Your new local authority can be found by using the Government's postcode finder.

Under no circumstances should you withdraw your child from their current school before an alternative school place has been allocated.

The Governing Body does not allow race, gender, disability or social background to affect its admissions policy.