

CATTON GROVE PRIMARY SCHOOL
Striving for Excellence

Admissions Criteria

If you are interested in a place for your child at Catton Grove Primary School please contact Norfolk County Council Admissions Department on 01603 224384 or admissions@norfolk.gov.uk.

[Link to NCC website school admission information](#)

Our Headteacher, Mr Tim Lawes is very happy to arrange an appointment for you to view the school. Please email the school office office@cattongrove.norfolk.sch.uk

Applications for entry to the September intake of any year will be considered together, by the Governors, on a date in the spring of that year agreed with the Local Authority.

The LA coordinates all admissions to primary schools.

The intake limit for each year group is 90 children. There are 3 classes in every year group.

Parents may apply on an individual basis at other times of the year by contacting the LA Admissions Section on 01603 224384.

The main decisions on offering places are made by the end of April. Subsequent applications will be put onto a supplementary waiting list which is held until the end of December of the intake year.

In the event of over-subscription, children will be admitted in the following order of priority:

1. Children with a statement of educational needs naming the school;
2. Looked-after children;
3. Children who live within the catchment area and have a brother or sister attending the school at the time of admission;
4. Children who live within the catchment area and have no brother or sister at the school;
6. Children who live outside the catchment area and have a brother or sister attending the school at the time of admission;
7. Children who live outside the catchment area and have no brother or sister at 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.

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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.

Within the above criteria 'brother or sister' includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

Parents wishing to request a place for their child outside of their normal age group, including summer born and premature children, should make their application for a school place in the normal way for the normal age group.

At the same time, and prior to the application deadline, a written request should be made to the Chair of Governors at the school address.

The request should include relevant information about the reasons for believing it would be in the best interests of the child and any supporting evidence such as medical history or recommendations of medical professionals.

The Admissions Committee of the Governing Board will meet to make a decision on the basis of the circumstances of the individual case and in the best interests of the child concerned, and having taken account of the views of the head teacher. Parents will be informed in writing of the decision and the reasons for the decision no later than the offer day for the normal age group application process.

Parents should be aware that agreement to such a request is not a guarantee of a place, and that it will be necessary to apply again the following year. In this situation the oversubscription criteria described above would be applied.

The decision to accept the request is not transferable to another school.

Date reviewed on: September 18

Date approved: *Waiting approval*

Date of next review: September 19