

## **Admissions Policy**

All applications for admissions must be sent to Norfolk County Council, this includes transfer from Primary to Secondary School and In Year Admissions. The Headteacher and the governors will support the county policy and co-operate with staff of the Department in making practical arrangements. Governors reserve the right to challenge the decision of the Department with regard to individual student cases.

The admission limit for each year group is set at 175 students.

### **Transition from Primary to Secondary**

For transition from Primary to Secondary School, Norfolk County Council Admissions Team will write to all parents of children in their last year in Norfolk Primary / Junior School with information about the transfer process and asking which school their child would like to go to. More information about this process and how to apply can be found on the Norfolk County Council website.

At North Walsham High School we have a full transition programme for all students granted places during Primary to Secondary transfer (Year 6 – Year 7). A school- based procedure of introduction, induction and settling-in will be followed, in collaboration with the cluster and feeder schools.

### **In Year Admissions**

For In Year Admissions, all parents must fill in a Secondary In Year Application Form. Copies of the form can be obtained from the admissions team at Norfolk County Council or by contacting the school. The form should be returned to the admissions team at Norfolk County Council.

For more information about admissions, please contact the Admissions Team:

- By letter: Admissions Team, Room 7, County Hall, Martineau Lane, Norwich, NR1 2DH
- By telephone: 0344 800 8001
- By email: [admissions@norfolk.sch.uk](mailto:admissions@norfolk.sch.uk)
- By fax: 01603 223722

Once Norfolk County Council have granted a place at North Walsham High School, they will write to the school to say that the new student should be admitted within 15 school days from the date we received the letter. Parents will also receive a letter informing them of the offer and the need to contact North Walsham High School.

At North Walsham High School we require that parents/carers on receipt of their offer:-

- Contact the Headteacher's PA to arrange a meeting with the Deputy Headteacher (Students)
- Meeting with Deputy Headteacher.
- School to arrange a convenient time for new student to be tested by Assistant Headteacher (Inclusion).
- From the date of testing North Walsham High School require 2 clear days to:-
  - contact previous school, professionals conversation, request pupil files
  - prior attainment data, testing results sent to Heads of Faculty/Key Stage Leader
  - Key Stage Leader to formalise Time-Table
  - student to be placed in to House/Tutor Group
  - teaching staff notified of new admission
  - first day at North Walsham High School, new student arrives at 8.20am, meets Key Stage Leader/Key Stage Pastoral Assistant
  - all new students will be paired up with "buddies", within their tutor group/teaching groups to help with settling in process

## **Appeals**

When Norfolk County Council is unable to give a place at North Walsham High School, it will be able to advise parents about an alternative school. If a parents request for one of their preferred schools is refused parents have the right to appeal to an independent appeal panel. Appeals are heard by schools admissions appeals panels, which are independent of the admissions authority.

### **Further information about the appeal process**

- If a preference is refused, information about how to appeal will be sent to parents with their refusal letter.
- Parents will be told at least 14 days in advance when and where the appeal will be heard.
- At least seven days before the appeal parents will be sent a written summary of the case for refusing their child a place.