



Admissions Policy Statement

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Approved by: Finance and Premises Governing Body on 2 Oct 2025
Review Date: October 2026

Please also see the Norfolk County Council Admissions website for:

- [Admissions to reception classes](#)
- [Moving Schools during the school year](#)

Aims

- To settle the children into the school environment as quickly and as happily as possible.
- To enable staff to plan together for the learning needs of all the children in the class throughout the year.

Admission to the School

Admission to the school is based on the academic year running from 1st September to 31st August.

All eligible children for the Reception year may start full time school during the academic year in which their fifth birthday falls. It is a legal requirement for children to be in full time schooling in the term following their fifth birthday.

How to apply for a Reception School Place

Parents are required to choose their preferred choice of school and send this to the Local Authority in the year before their child starts school.

Queen's Hill Primary School does not decide who does or who does not get a place as this is organised by the Local Authority. Pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

[Find out more about admissions from Norfolk County Council](#)

You will receive an offer for a school place directly from your local authority.

Allocation of school places

The school has an agreed admission number of 75 pupils for entry in Reception.

Oversubscription criteria

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. those children who have an EHCP naming Queen's Hill Primary School
2. those children who are in public care or adopted
3. those within the designated area of the school and have a sibling at the school at the time of admission
4. those who have a parent who has been employed at the school for 2 or more years at the time at which the application for admission to the school is made
5. those outside the designated area with siblings in the school
6. those outside the designated area

Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Kestrel Avenue. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

In-year Transfers

Entry into school at any time other than admission to reception is known as an 'in-year transfer'. This could be a move between Norfolk schools or a move to a Norfolk school from a school in a different area. Visits to our school are welcomed and encouraged; appointments should be made via the school office. (01603 746857)

Formal application for an 'in-year transfer' should be made to Norfolk County Council using their [on-line application tool via their website](#) or by telephone on 0344 800 8020

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

Nursery

A child born in between:	Will become eligible for a free place from:
1st April to 31st August	1st September following child's third birthday (Autumn Term)
1st September to 31st December	1st January following child's third birthday (Spring term)
1st January to 31st March	1st April following child's third birthday (Summer term)

Universal Entitlement - 15 Hours

All 3 and 4 year old children are entitled to 15 hours of funded sessions a week and access to Early Years provision for 38 weeks a year.

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services. The funded entitlements will be delivered consistently so that all children accessing any of them will receive the same quality and access to provision, regardless of whether families opt to pay for optional hours, services, meals or consumables.

Extended Entitlement - 30 Hours

Parents/carers may be eligible for 30 hours free funding which can be requested through the HMRC website. If parents/carers are eligible, they will be given a code by HMRC to declare on their claim form to confirm the entitlement.

In order to claim the funding at the nursery, the parent/carer is required to complete a claim form once a term. This will be organised by the school.

Notice Period

If you no longer require a place at Queen's Hill Nursery we require a 4 week notice period, in writing. This notice period will begin from when we receive your notice in writing. Verbal notice is not acceptable. This is to enable us to process and fill the vacancy.

Nursery Admissions

We will work with parents and carers to ensure that as far as possible the hours/sessions that can be taken as free provision are convenient for parents' working hours.

Queen's Hill Nursery offers admissions in line with Norfolk County Council Admissions. Admission of places is allocated as follows:

1. Children with an Education Health and Care Plan (EHCP) for special educational needs that names Queen's Hill Primary and Nursery School
2. Are in public care or have been adopted
3. Live within catchment area and have a sibling already in the School/Nursery
4. Live within the catchment area
5. Live outside the catchment area but already have a sibling in school
6. Live outside the catchment area

In each case, please note that if there are more applications than places, priority will be given to applicants who wish to take up the full 30 hours funding, except in exceptional circumstances, and secondly to those applicants who live closest to the school.

Early Education is offered within the national parameters:

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

Early Education is offered to families 38 weeks of the year.

Funded hours can be claimed –

- Mon – max hours = 6 (8.30am - 2.30pm)
- Tues – max hours = 6 (8.30am - 2.30pm)
- Wed – max hours = 6 (8.30am - 2.30pm)
- Thur – max hours = 6 (8.30am - 2.30pm)
- Fri – max hours = 6 (8.30am - 2.30pm)

If you are unable to pay our charges, please speak with the office to discuss the alternative options available.

Funding can be claimed during our lunch period.

In order to request a place at Queen's Hill Nursery please complete a nursery application form. This can be found on our school website, or alternatively please contact the school office.

Eligibility Checks

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlement. A copy will not be retained but may be requested again later by the Local Authority for audit or fraud investigation purposes.

These documents must be received before the child can start their sessions.

We aim to identify all children that may attract any additional funding such as EYPP, DAF, SEND Inclusion Fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes. This will be in partnership with families and consent will be sought prior to submitting a claim/application.

The Admission and Charging Policies are issued to all families as part of the registration process. They are also available on the school website or a copy can be requested from the school office.

Provision

We will work in partnership with parents, carers, childcare providers, the local authority, and other organisations to improve provision and outcomes for children in our setting. To ensure a smooth transition for your child, we will work closely with families to discuss and agree how a child's overall care will work in practice where an entitlement is split across different providers, and where possible when families transfer their funding claim to a new setting. Where required we will seek parents/carers consent to collect, share and use your information in accordance with the Data Protection Act and General Data Protection Regulations.

Our setting has made a Flourish Pledge, which means we are working together with the local authority to make Flourish the shared ambition of everyone working to improve the lives of children and young people in Norfolk.

Special Educational Needs and Disabilities (SEND)

At Queen's Hill Nursery we aim to provide a welcoming and stimulating learning environment, to support the needs and development of all children. We value every child equally within the nursery and diversity is celebrated. At Queen's Hill we provide a broad and balanced curriculum which allows each child to achieve, develop and grow.

We will:

- Follow the requirements of the Early Years Foundation Stage Statutory Framework to provide an inclusive environment for all children and their families, together with the

requirements to comply with the Equalities Act and the Special Educational Needs and Disability Code of Practice

- Monitor and review children's progress and development in partnership with families. Where a child appears to be behind expected levels of development or where a child's progress gives cause for concern a graduated approach will be adopted with 4 stages of action: Assess, Plan, Do & Review
- Provide information to families on how their child's development is being supported and in agreement, consent will be sought to apply for additional funding and request support from outside agencies where necessary
- Utilise the SEN inclusion fund and Disability Access Fund to deliver effective support
 - publish our contribution to the 'SEN Local Offer' in Norfolk. This is available on the Norfolk Community Directory to ensure information is available to parents so they can make choices about the right childcare provision for their child with SEN.

Please refer to the SEND Policy and Information Report concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND. This is available on our school website www.queenshill.norfolk.sch.uk

For any enquiries around SEND please contact the school office and direct your enquiry to Mrs James, Special Educational Needs Coordinator and Assistant Headteacher.

The curriculum we offer is fully inclusive to ensure the best possible progress for all of our children, whatever their needs. This incorporates all children with SEND as well as those from ethnic groups and Looked-After Children. We follow the requirements of the EYFS 2017 and provide an inclusive environment for children and their families. We comply with the requirements of the Equalities Act 2010 and the Special Educational Needs Code of Practice 2015. We advocate multi-agency working and plan to meet individual needs so that all children make progress.

At Queen's Hill Primary School & Nursery we have a dedicated inclusion team, led by Mrs James to support all children with SEND.

There are four broad categories of SEND:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health
- Physical and Sensory

Setting Closures

Queen's Hill Nursery runs during term time only (38 weeks a year). It is therefore closed at weekends, during school holidays, bank holidays and teacher training days. The Nursery may be required to close during term time but only in exceptional circumstances beyond our control such as extreme weather, unavoidable staff sickness, damage to premises, industrial actions, etc. We will give as much notice of these situations as possible.

Complaints Procedure

We aim for everyone to be happy with the service we provide. However, where parents and carers are not satisfied that their child is receiving the free entitlement in the correct way (as set out in this funding agreement and Early Education and Childcare Statutory Guidance for Local Authorities June 2018). The Complaints Procedure can be accessed on the school website: www.queenshill.norfolk.sch.uk. If you would like a paper copy of the Complaints Policy, please contact the school office on 01603 746857.

Waiting List Policy and Procedure

Queen's Hill Nursery has waiting lists for September admissions for this academic year and future ones. The lists are managed by the school office. All individual applications are considered and any reasonable steps will be taken as required by the Special Educational Needs and Disability Discrimination Act 2001 to allow access to the Nursery for all children, parents/carers and staff. For more information about equal opportunities see our full policy on the school website.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Norfolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

Monitoring

This policy will be updated annually during the autumn term, taking into account projected staffing and pupil numbers in relation to the organisation of the school as a whole.