



# Norfolk County Council

## Common Application Form for First Admission to Infant or Primary School for the school year 2022/23

You can apply online at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk) If you have already applied online, please do not submit this application form.

Please read the following information before completing this form.

You are entitled to make three preferences, but Admission authorities cannot reserve places at any school. Not all schools have a defined catchment area and not all schools give priority to children living in a catchment area.

You can obtain details of the catchment school for your address at [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk) and you are encouraged to read the admission rules, Parent's Guide to admissions to schools in Norfolk 2022/23 and find schools in your area before you complete this form.

You can also obtain additional information on our website at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions)

We will co-ordinate admission applications to ensure that if more than one of your preferences can be met you will only be offered the higher ranked preference. We will consider the first school named on the application form as your highest ranked preference.

**Specialist and Faith Places** - Some schools offer limited Specialist or faith places. If you are applying for admission to a school on these grounds you need to check with the Headteacher what is required to support your application. You must ensure that any information required is made available direct to the school before the closing date (15<sup>th</sup> January 2022). You must also ensure that your child is able to undertake auditions and tests. Information is available in individual school brochures and websites. A specialist place counts as one of your 3 preferences. If your child does not meet the specialist criterion, he/she will still be considered for a place against other published admission rules for the School.

**Children of Staff at the School** - Some schools give priority to children of staff and you should refer to the admissions policy for the school(s) you are applying for to determine the priority of your application. You need to provide confirmation of your employment at the school with this application if you are seeking a place on this basis.

Late applications: If your preference form arrives after the closing date it will be given a lower priority than all preferences received by the closing date. If you send your preference form in after the closing date, please attach a note explaining why your application is late.

**IMPORTANT:** Transport is only provided to your nearest or nearest catchment school subject to distance.

**The completed form must be returned to Norfolk County Council, Admissions Section, County Hall, Norwich, NR1 2DL no later than 15 January 2022.**

**Common Application Form for First Admission to Infant or Primary School for the School Year 2022/23**

**Child's first name:** ..... **Child's surname:** .....

**Date of birth** ..... **Male / Female (Please circle answer)**

**Current Pre-school or Nursery:** .....

**Does your child have an Education, Health and Care plan? YES / NO**

If YES, please complete the form sent to you by the Education, Health and Care Plan Co-ordinator but return this form with only this page completed

**Does your child to have a disability as defined by the Equalities Act 2010? YES / NO**

**Will your child be attending a Private School in the school year 2021/22? YES / NO**

If Yes, please name the school: .....

**Is your child adopted\* or in the care of a Local Authority\*? YES / NO**

If Yes, please give the name of the responsible Local Authority: .....  
(\*Please see Additional Guidance for Parents for further information)

**Name of Parent(s)/Carer(s) (Please print):** Mr/Mrs/Miss/Ms.: .....

**Relationship to child:** .....

**Child's Address:** .....

**Postcode:** .....

**Telephone Number:** .....

**Email:** .....

**Parent's Address (if different to child's):** .....

**Postcode:** .....

**Telephone Number:** .....

I state that the information provided on this form is correct and understand information will be shared as detailed below. I understand that if false information is provided any offers of school places will be withdrawn. I confirm that I will notify the Local Authority if my child's home address changes.

**Parent/Carer Signature:** ..... **Date:** .....

The information collected on this application form will be subject to the General Data Protection Regulations and the Data Protection Act 2018. We will hold it for use on processing your child's admission. It may be shared with the Department for Education, the Travel and Transport Section and other relevant Norfolk County Council departments and local Health Authorities & Trusts. Data will also be passed to schools to enable them to manage the admission of your child. All information given will be held in strictest confidence

and maintained in accordance with data protection legislation. Full details of our Privacy Notice is available at [www.norfolk.gov.uk](http://www.norfolk.gov.uk)

### **First preference**

Please state your First Preference School: .....

Does your child have a brother or sister attending this, or the adjoining Junior school?

**YES / NO.** If **YES**, please confirm their name and date of birth:

Name: ..... Date of Birth: .....

Does this sibling have any special educational needs? **YES / NO**

Are you applying for a school place based on your faith? **YES / NO**

If **YES**, please state your faith: .....

Are you a member of staff at this school? **YES / NO**

If **YES**, please provide details and documentary evidence: .....

### **Second preference**

Please state your Second Preference School: .....

Does your child have a brother or sister attending this, or the adjoining Junior school?

**YES / NO.** If **YES**, please confirm their name and date of birth:

Name: ..... Date of Birth: .....

Does this sibling have any special educational needs? **YES / NO**

Are you applying for a school place based on your faith? **YES / NO**

If **YES**, please state your faith: .....

Are you a member of staff at this school? **YES / NO**

If **YES**, please provide details and documentary evidence: .....

### **Third preference**

Please state your Third Preference School: .....

Does your child have a brother or sister attending this, or the adjoining Junior school?

**YES / NO.** If **YES**, please confirm their name and date of birth:

Name: ..... Date of Birth: .....

Does this sibling have any special educational needs? **YES / NO**

Are you applying for a school place based on your faith? **YES / NO**

If **YES**, please state your faith: .....

Are you a member of staff at this school? **YES / NO**

If **YES**, please provide details and documentary evidence: .....