Admission Policy

The schools' admission limit, agreed with the Children's Services, is:

- Caister Infant School with Nursery ~ 60 children per year group.
- Caister Junior School ~ 60 children per year group.
- Rollesby Primary School with Nursery ~ 15 children per year group.
- Hemsby Primary School with Nursery ~ 30 children per year group

If there are more applications for places than there are places available, the school will give priority 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 an EHCP or statement of special educational needs naming that school
2. children in public care, have been adopted from public care or adopted from abroad who are due to transfer
3. live in the catchment area and who have a sibling attending either school at the time of their admission
4. have a disability and live in the catchment area (Appropriate professional evidence will be required to confirm the disability)
5. live in the catchment area
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 catchment area who have a brother or sister with a statement of special educational needs attending either school at the time of their admission
8. live outside the area served by the schools who have a brother or sister attending either school at the time of their admission
9. have a disability and live outside the catchment area (Appropriate professional evidence will be required to confirm the disability)
10. children of staff
    a. where a member of staff has been employed at either school for two or more years at the time at which the application for admission to the school is made and/or
    b. the member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage
11. live outside the catchment area

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.

If a request for admission is refused, parents have the right of appeal to an independent appeals panel.

Last reviewed by governing body
October 2023

Date for review
October 2025