



Admissions Policy

Approved

July 2017

Review Date

July 2018

Admissions Arrangements

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 fully 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 **140** 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:

http://www.norfolk.gov.uk/childrens_services/Schools/School_admissions/index.htm

At Old Buckenham High School we have an extensive and fully supportive transition programme for all students granted places during the Primary to Secondary School transfer (Year 6 – Year 7). A school- based procedure of introduction, induction and settling-in will be followed, in collaboration with our 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 **Norfolk County Council 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
- • **By fax:** 01603 223722