



Transfer to Secondary School 2018 Additional Information

1. IF YOUR CHILD HAS BEEN OFFERED A PLACE AT ONE OF YOUR PREFERRED SCHOOLS

The Headteacher of the school will be informed that your child has a place. You will be contacted directly by the school with further information. The first day of the autumn term 2018 is Thursday 6th September 2018 and your child should attend on that day unless you are informed otherwise.

Please notify this office if you no longer require the place offered.

Schools with Individual Admission Arrangements

Downham Market Academy

*Parents of children offered a place at Downham Market Academy **must** return the enclosed acceptance form direct to Helen Driver at the school by **Monday 20 March 2017**.*

Marshland High School, West Walton

*Parents of children offered a place at Marshland High School must return the enclosed form direct to Mrs Wildman, Admissions Officer at the school to confirm acceptance of the place offered **no later than Monday 20th March 2017**.*

Notre Dame High School, Norwich

*Parents of children offered a place at Notre Dame High School **must** complete and return the enclosed acceptance form direct to the school to arrive **no later than Monday 20 March 2017**. **If your acceptance form is not received by that date your child's place will be offered to another child.***

St Clement's High School (Academy), Terrington

*Parents of children offered a place at St Clement's High School must return the enclosed acceptance form direct to the Admissions Officer of the school. The Admissions Officer must receive your acceptance no later than **Monday 20th March 2017**.*

2. IF YOUR CHILD HAS BEEN REFUSED A PREFERENCE

If we have been unable to accommodate any of your preferences an alternative school has been offered. **In this case you please notify this office if you do not accept this offer.**

If a preference has been refused at any school your child's name will be maintained on a waiting list for that school until the end of December 2018.

Parents refused a place at their preferred school also have the right of appeal. Details of your right of appeal were included in the booklet 'A Parents' Guide to admissions to schools in Norfolk – 2018/19' that was made available during the autumn term 2017. Please refer to page 32 of this booklet. If a preference has been refused and you wish to take further action you will need to refer to the details below.

Schools with individual appeal arrangements

If your child has been refused a place at one of the following schools your appeal must be made direct to the Headteacher of that school. You need to state your intention to appeal to the Headteacher, in writing, by 20 March 2018.

Alderman Peel High School, Wells	Notre Dame High School
City of Norwich School	Open Academy
Cromer Academy	Ormiston Venture Academy
Dereham Neatherd High	Ormiston Victory Academy
Hellesdon High School	Springwood High School
Hethersett Academy	St Clements High School (Academy)
Hobart High School	Taverham High School
Jane Austen College	Wymondham College
Lynn Grove Academy	Wymondham High Academy
Marshland High School	

Schools outside of Norfolk

If your child has been refused admission to a school outside Norfolk and you wish to appeal for a place you should contact the Local Authority where the school is located. You should check the date for lodging your appeal with that Local Authority as this can be different.

Appeal Arrangements for All Other Schools in Norfolk

For schools not listed above you have a right to appeal against the decision of the Local Authority to refuse admission to any of your preferred school(s). If this is your wish you **must write to** The Admissions Office, Floor 8, County Hall, Norwich, NR1 2DL confirming your intention to appeal. The written intention must be received no

later than **Tuesday 20 March 2018**. Alternatively, you can e-mail your intention to appeal to: admissions@norfolk.gov.uk by this date. Please do not include the reasons for your appeal when stating your intention. On receipt of your declaration the Authority will send an appeal form so that you can give your particular reasons for requesting a place at your preferred school. Further information on the appeals process will also be provided at that time. Any appeal lodged for an on time application must be heard within 40 school days of the deadline for lodging appeals (**Tuesday 20 March 2018**)

3. HOME TO SCHOOL TRANSPORT

The County Council must provide free transport for children who attend their nearest or nearest catchment school if they live more than the qualifying distance from the school measured by the shortest available walking route. The qualifying distance is over 3 miles for all children aged 8 years and over.

Information about the allocation of school places has been passed to the Council's Highways and Transport department who will contact families who would, in line with transport policy, be eligible for assistance with home to school transport. Parents will be contacted before the end of April.

Children from families on a low income (either entitled to free school meals or receiving the maximum level of Working Tax Credit), who live more than 2 miles from school and attend one of the 3 nearest schools within 6 miles of their home, are also entitled to free school transport. If you believe you may qualify on low income grounds you can apply for school transport online at www.norfolk.gov.uk/schooltransport or by telephoning the Customer Services Centre on 0344 800 8020.

Free transport may also be provided for children living within the qualifying distance to their nearest or nearest catchment school if they are unable to walk to school because of mobility problems or a severe medical condition. This may not apply if the distance is such that a child could reasonably be expected to make their own way using a wheelchair or other suitable alternative, accompanied as necessary. You will need to complete an application form at www.norfolk.gov.uk/schooltransport or by telephoning 0344 800 8020. Additional medical supporting evidence will be requested.

We may also be able to help families who do not qualify under the general policy for free transport if there are spare seats available on existing school buses. Seats will be offered under the terms and conditions of the Discretionary Travel Scheme and parents have to contribute towards the costs.

Further information about Home to School Transport is provided in the booklet 'A Parents' Guide to admissions to schools in Norfolk – 2018/19 (see page 37) or by contacting the Customer Services Centre on 0344 800 8020 for queries relating to eligibility. Information can also be obtained by visiting www.norfolk.gov.uk/schooltransport

4. FREE SCHOOL MEALS

If your child receives free school meals at their current school and you continue to receive a qualifying benefit, your child's entitlement will automatically be transferred to the new school from September.

Your child will be entitled to free school meals if you receive one of the following benefits:

- Income Support
- Employment Support Allowance (Income Related)
- Income Based Job Seekers Allowance
- Guaranteed Pension Credit
- Child Tax Credit and your income (as calculated by the Inland Revenue) is less than £16,190
- 28 Day Working Tax Credit run on
- Universal Credit
- Receiving support under Part VI of the Immigration and Asylum Act of 1999

If you think you are entitled and would like to apply you need to complete an application form which is available from your child's school, from our website (www.norfolk.gov.uk) or by calling 0344 800 8020.

Schools receive additional resources to support teaching and learning based on the number of children who are entitled to free school meals, so if you are entitled, but your child does not take a free meal at school it is still worth applying as this will support your child's education.