



# Norton Free C of E Primary School

## ADMISSIONS ARRANGEMENTS

|                             |                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>                 | <b>September 2025</b>                                                                                               |
| <b>Author</b>               | <b>Hazel Bell</b>                                                                                                   |
| <b>Approval</b>             | <b>Full Governing Board</b>                                                                                         |
| <b>Review Cycle</b>         | <b>Annual</b>                                                                                                       |
| <b>Date of next review</b>  | <b>September 2025</b>                                                                                               |
| <b>Published on website</b> | <b>Mandatory</b>                                                                                                    |
| <b>Notes</b>                | Any changes must be consulted on and where no changes are made, consultation is required at least every seven years |

## **Admission Arrangements September 2025**

**Pupils currently on roll: 211**

Parents of prospective pupils are welcome to look around the school by prior arrangement with the Headteacher.

Our admissions policy is set by the Local Authority and does not permit gender, race, colour, or disability to be used as a criteria for admission.

The allocation of places and admission of children to the Foundation Stage is the responsibility of the Local Authority.

If your child needs a place in Foundation Stage, you must fill in a Local Authority application form.

All other admissions to the school are dealt with by the Primary Admissions Team:

Floor 3  
Howden House  
1 Union Street  
Sheffield  
S1 1SH

Telephone 0114 273 5766.

Email: [ed-admissions@sheffield.gov.uk](mailto:ed-admissions@sheffield.gov.uk)

Parents of children starting in the Foundation Stage will be invited to meet relevant staff and the Headteacher prior to the children starting school. The Foundation Stage teacher will also visit the children at their nurseries or playgroups.

Registration forms must be completed prior to entry stating the names of parents/guardians and details of any court orders concerning a child. We must see proof of a child's age such as a birth certificate or passport.

Records from previous schools are sent on to us and all records are passed on to the next school when such a situation occurs.

### **Over-subscription criteria for primary school places**

The over-subscription criteria for Sheffield Community and Voluntary Controlled Primary Schools is as follows:

**Priority 1 - Children in Care (previously In Care)**

**Priority 2 - Catchment area with Sibling**

**Priority 3 - Catchment Area**

**Priority 4 - Brothers and sisters (Siblings) who were refused a place at their catchment school in a previous year.**

**Priority 5 - Brothers and Sisters (Siblings)**

**Priority 6 - Other Applications**

Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

For further information regarding Sheffield over-subscription criteria click the [link](#) on the Sheffield Council Website

Agreed places for Foundation Stage 2025 – 2026: 32 places (Local Authority)

Anticipated places for Foundation Stage 2026 – 2027: 30 places