



# **ADMISSIONS POLICY (T38)**

**A BROAD HORIZONS EDUCATION TRUST POLICY**

<b>Admissions Policy</b>	<b>T38</b>
Owner:	Trust Ed
Approved by Trustees	9/22
Review date	9/23
Version	1

## **Broad Horizons Education Trust Admissions Policy (other than Eaton Hall and Bure Park Specialist Academies)**

Broad Horizons Education Trust follows the Norfolk County Council guidelines through Enrol, the Council's online portal [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions)

Enrol allows parents of children living in Norfolk to apply to start school or to transfer to Junior or Secondary schools at the designated times.

(Please see contact details below of neighbouring County Councils if you do not live in Norfolk).

Please Note: If this is the first time you have used Enrol you will need to create an account ("Create account" link above) before you can state preferences for your child(ren) otherwise you can log in to an existing account using the log in details previously used. If you are unable to log in to an existing account, please create a new one.

You can return to Enrol at any time using the 'Login' button through the above link.

Please do not complete a paper application if you apply for admission online.

For transfer to junior school you will not be able to select a Primary School using this application system unless the Primary School has an additional point of entry to Year 3. There is not normally a point of admission to Year 3 at Primary Schools. You will need to complete a paper application or email us with the full details of your request including your child's name and date of birth.

You are strongly encouraged to consider the admission arrangements before stating your preferences. These are detailed in our current Parents guides which are available online at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions) from September each year.

You can check your catchment area at [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk). Once you've located your property scroll down to "School Catchments Future" (for 2018/19 catchment areas)

Please note this portal cannot work in Internet Explorer 7, or when using later versions of Internet Explorer with the 'compatibility view' setting turned on. You will need to update your browser, disable the 'compatibility view' for this site or use an alternative browser. Enrol: Online School Admissions Website.

NOTE: Once admission rounds have closed, late applications can only be submitted via a paper application form. Please include reasons why the application is late.

If you have any questions regarding admissions or wish to give feedback on Enrol - please email to: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

## **Neighbouring County Council - Contact Information**

Cambridgeshire County Council, Castle Court, Shire Hall, Cambridge, CB3 0AP

Phone: 01223 699200 Web: <http://www.cambridgeshire.gov.uk/admissions>

Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YQ

Phone: 01522 782030 Web: <http://www.lincolnshire.gov.uk/schooladmissions>

Suffolk County Council (North), Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

Suffolk - Phone: 0345 600 0981 Web: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner

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