



*Aim High*

*Never Give Up*

*Follow Your Dream*

*Lead By Example*

# ADMISSIONS POLICY

Ratified By	FGB
Date	29/09/2025
Minute	8
Review Date	Autumn 2026
<b>Policy Statement</b>	
What is the policy for?	All parent/carers considering Norwood Primary School as an educational setting for their child.
Who has devised and contributed to this policy?	The documentation is published by Peterborough City Council
How will this policy be communicated?	The information is available on the school's website and a copy is available from the school office.
How will this policy be monitored?	This is the responsibility of the Local Authority
Which other policies are linked to this policy?	n/a

## Admissions

The allocation of school places at Norwood Primary School is the responsibility of the Local Authority. This includes the allocation of Reception places each September and In Year applications across all year groups throughout the academic year.

The admissions team can be contacted on 01733 864007, by emailing [admissions@peterborough.gov.uk](mailto:admissions@peterborough.gov.uk) or by writing to Admissions, Peterborough City Council, Children's Services, Sand Martin House, Bittern Way, Fletton Quays, Peterborough, PE2 8TY

You can also find further information by using the following link <https://www.peterborough.gov.uk/residents/schools-and-education/school-admissions>.

### This includes:

- information about primary and secondary schools,
- catchment area address lists,
- how to apply for places,
- oversubscription criteria
- and the appeals process.

**Children's Services  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough  
PE2 8TY**

**Telephone: 01733 747474 or 864007**

