

## Admissions Policy September 2019/2020

**Note: As the school nears its capacity, the Governing Body will determine the number of Year 7 students it will accept In October of each academic year and inform Norfolk Admissions (for September 2020 it is 126**

### **1. Aims**

- To establish clear, objective and fair admission arrangements that do not disadvantage one student over another
- To ensure a system where all parents/carers feel they have the same opportunities to apply to the school
- To provide information and guidance to governors about application for admission to the school

### **2. Purpose**

To ensure that decisions to admit students are based on fair and transparent criteria Norfolk County Admissions administer our school places. If the number of applications exceeds availability, students will be allocated school places in the following order of priority by Norfolk Admissions:

1. Children with an EHCP (education, health and care plan) or statement of special educational needs naming the school.
2. Children who are in public care (LAC) or who have been adopted from public care (Post LAC) who are due to transfer.
3. Children with a brother or sister attending the school at the time of admission.
4. Children who are due to transfer and live in the area served by the school.
5. Children of Wensum Trust MAT staff.
5. Children who live outside the catchment, based on proximity of the child's home to Alderman Peel High School, with those living nearer being accorded the higher priority.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight-line 'crow fly' basis, using Ordnance Survey data. If following the application of admission rules and distance two applicants cannot be separated for a final place at a school the authority will use random allocation to determine the priority for the remaining place.

### **3. Relationship to other policies**

This policy should be read in conjunction with the policies on equality, SEN and the curriculum, and should be reviewed annually.

### **4. Roles and responsibilities of the Governing Board, Principal and staff. The Governing Board will ensure that:**

- The admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities.
- The admission arrangements are published on the school website along with this policy available to parents/carers and potential parents/carers.

- An admissions register is kept up to date on SIMS
- The Principal/Assistant Principal (Lead for Admissions) will attend any admissions appeal panels (organised by Norfolk Admissions) in order to hear parent appeals against non-admission
- School and capacity formula is reviewed annually and proposed variations communicated to Norfolk Admissions

#### **5. Arrangements for monitoring and evaluation**

The number of students on roll, the number of unsuccessful applications and reasons for unsuccessful appeals will be reported to the Governing Board each term with advice on any implications. Feedback from parents/carers will also be reported.

**Policy Author:** Mr Bal Tawana (Assistant Principal)

**Date:** October 2019