

# ADMISSION POLICY

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The policy owner is:	Acle Academy
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Signed by the Chair of the Local Advisory Body:	Matthew Arrowsmith-Brown
Ratified by the Board of Trustees	
Signed by the Chair of Trustee Board	

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with Acle Academy's funding agreement and articles of association.

## 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

**Siblings** are defined herein as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **4. How to apply**

Acle Academy follows the Norfolk County Council applications and admissions procedures. The general Acle Academy applications procedure is set out in the Acle Academy section of “Norfolk County Council’s guide to Secondary Schools in Norfolk” (pdf). This document and further information is available at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions)

Applications should be made using the Local Authorities (LA) standard application form or online at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk).

Any queries regarding the application process should, in the first instance, be directed to Norfolk County Council:

Norfolk County Council, Children’s Services  
County Hall  
Martineau Lane  
Norwich  
NR1 2DL

Tel: 0344 800 8020

Fax: 01603 223722

Email: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

Notification of allocation of places will be made by the LA on the National Offer Day for Secondary Schools (usually on or around 1 March).

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents’ views
- Information about the child’s academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher’s views

Wherever possible, requests for admission outside a child’s normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Published Admission number (PAN)**

The school has an agreed admission number of 142 pupils for entry in year 7 and, accordingly, each subsequent year group.

All applicants (see 6.2 for exceptions) will be admitted if 142 or fewer apply.

### **6.2 Under subscription criteria**

When undersubscribed Acle Academy will not refuse to admit a student on the basis of his/her behaviour, except where:

1. (in accordance with the Code) a student has been excluded from two or more schools (for a period of two years from the last exclusion); or
2. Exceptionally, to admit a student with challenging behaviour would prejudice the provision of efficient education – in this case, the admission must be referred back to the Local Authority under the Fair Access Protocol.

### **6.3 Oversubscription criteria**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in the following order, until all places are filled.

1. 'Looked After Children' in the care of the LA or being provided accommodation by the LA or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Siblings of students who will be registered students in years 7-11 at the School on the first day of the term when the applicant student would be joining the School.
3. Children attending one of our designated feeder schools and living within the catchment area of the school in accordance with the boundaries drawn up by the LA.
4. Children attending one of our designated feeder schools and not living in catchment area of the school in accordance with the boundaries drawn up by the LA.
5. Children of staff:
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made or

- b. where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## 6. Other applicants.

The following parishes form the catchment area for Acle Academy: Acle, Beighton, Berney Arms, Billockby, Buckenham, Burgh St Margaret, North & South Burlingham, Cantley, Clippesby, Fleggburgh, Freethorpe, Halvergate Lingwood, Limpenhoe, Moulton St Mary, Panxworth, Ranworth, Reedham, South Walsham, Southwood, Strumpshaw\*, Tunstall, Upton with Fishley and Wickhampton. \* \*It is noted that the majority, but not all of Strumpshaw is served by Acle Academy

This list is provided as a guide to parents, but should not deter any approach to the school.

N.B. Where parents have a shared responsibility for a child following the breakdown of their relationship, the 'home' address shall be taken as the address that is registered for child benefit.

### **6.4 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on South Walsham Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

### **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place (see 6.2 for exceptions).

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions can be completed online at <https://online.norfolk.gov.uk/inyearschooldadmissions>.

Contact details for the Admission Team can be found in Section 4.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

The School will publish its Appeals Timetable on the School website by 28 Feb each year including the date by which all appeals should be lodged (allowing at least 20 School days from the date of notification of an unsuccessful application) and to whom they should be addressed. All appeals should be made in writing clearly stating the grounds for the appeal.

Appeals will be heard by an independent panel, (appointed by, but independent of, the School Academy Trust) comprising of at least 3 people trained in the use of, and acting in accordance with, the School Admissions Appeals Code. A suitably trained independent clerk for the panel will also be appointed.

For applications made in the normal admissions round, appeals will be heard within 40 School days of the deadline for lodging appeals.

For late applications, appeals will be heard within 40 School days from the deadline for lodging appeals where possible, or within 30 School days of the appeal being lodged.

For applications for in-year admissions, appeals will be heard within 30 School days of an appeal being lodged.

The School will abide by any decision made by the Independent Appeals Panel.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the local governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.