



# ADMISSIONS POLICY

2025-26

LAB Approved: June 2025  
To be reviewed: June 2026



# 1. Document Control

<b>Document approved for</b>	Alderman Peel High School
<b>Date of LAB approval</b>	June 2025
<b>Date of next review</b>	June 2026
<b>Review period</b>	12 months
<b>Status</b>	Statutory
<b>Owner</b>	Mr M Hardman (Principal)
<b>Version</b>	4

Section(s) amended	Nature of the amendment	Date
Section 1	Change of dates	11/2024
Section 2	Change of dates	11/2024
Section 6	Clarification on the application of Year 7 waiting lists.	11/2024
Section 3	PAN added for 2026-27 – increase from 105 to 112	13/6/25
Section 4	Change to oversubscription criteria to include students from feeder schools living in or out of catchment	13/6/25
Section 6	Inclusion of policy regarding admission of students with challenging behaviour	13/6/25
Section 7 onwards	Renumbering of sections	13/6/25



## 2. Introduction

- 2.1 This document sets out the admission arrangements for Alderman Peel High School (APHS) for the school year 2024-25 and 2025-26.
- 2.2 Norfolk County Council Admissions Department (Local Authority = LA) is the admissions authority for Alderman Peel High School.

## 3. Planned Admission Numbers (PAN)

- 3.1 For 2025-26, APHS has an agreed published admission number (PAN) of 105 pupils in year 7.
- 3.2 For 2026-27, APHS has an agreed published admission number (PAN) of 112 pupils in year 7.

## 4. Consideration of applications

- 3.1 Arrangements for application for places at APHS will be made in accordance with the Local Authority's co-ordinated admission arrangements and will be made on the common application form provided and administered by the LA. Applications can also be made online at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions), which is recommended. The timetable for applications is in line with that of the Local Authority.
- 3.2 APHS will consider all applications for places that meet the criteria set by the LA's co-ordinated admission arrangements. Where fewer applications for places than the PAN for the relevant age group are received, APHS will offer places to all those who have applied.
- 3.3 Late applications received after the closing date will be included only if the reason for the delay is considered exceptional and appropriate evidence has been provided. Other late applications will not be considered until after applications received by the closing date have been dealt with.
- 3.4 Children with an EHCP which names APHS, will be prioritised before other applications are considered.

## 4. Procedures where APHS is oversubscribed

- 4.1 If there are more applications for places than there are places available, the LA Admissions will admit children in the following order of priority:
  1. Looked after children (previously known as children in the care of the Local Authority) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order)
  2. Children who have a sibling on roll at APHS at the time of the proposed admission. Siblings are "brothers or sisters living at the same address including adopted children, step brothers,



- step-sisters and children in foster care within a family unit.
3. Children of staff working for Wensum Trust:
    - a. where the member of staff has been employed at any Wensum Trust school for two or more years at the time at which the application for admission to the Alderman Peel High 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.
  4. 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.
  5. 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.
  6. Children living nearest to APHS, by straight line distance (“as the crow flies”).
- 4.2 Where the admission of children from multiple births would lead to exceeding the PAN, those siblings will be admitted over PAN.
- 4.3 Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents on the Admissions form. If a child’s residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to APHS. If the residence is not split equally between both parents, then the home address used will be, taken as the address that that is registered for child benefit.
- 4.4 If all children within any of the above oversubscription rules cannot be offered a place, the highest priority will be given to children living nearest to the academy within that rule. To determine who lives nearest, distance will be measured on a straight line “crow fly” basis using ordnance survey data. If APHS is unable to distinguish between applicants using the published criteria, places will be offered via a random draw which will be supervised by an individual who is independent of APHS.

## 5 Admission of children outside their normal age group

- 5.1 Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.
- 5.2 The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that



request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, head teacher etc. Some of the evidence a parent might submit could include:

- 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;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

5.3 The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

5.4 Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## 6 Students with Challenging Behaviour

The School will admit all students regardless of their behaviour, except where:

- 6.1 (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
- 6.2 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.

## 7 Waiting lists

- 7.1 In the case of Year 7 transfer admissions, in line with the provisions regarding waiting lists in the LA's co-ordinated admission scheme, APHS will operate a waiting list managed by the LA until the 31<sup>st</sup> December.
- 7.2 Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## 8 Appeals

- 4.1 All applicants refused a place have a right of appeal to an independent appeal panel Admissions Policy constituted and operated in accordance with the School Admission Appeals Code.



4.2 Information on how to appeal, and the timetable of the appeals process is on the Norfolk Admissions website at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions)

## 9 In-year applications

(applications for admission to the academy outside the normal admissions round)

5.1 Subject to any provisions in the LA's published and agreed guidance for in-year school transfers and for applications submitted for years other than the normal year of entry, APHS will consider all such applications and, if the year group applied for has a space available, admit the child unless one of the permitted reliefs apply.

5.2 If more applications are received than there are places available, the oversubscription criteria shall apply.

## 10 Additional information

6.1 If false or misleading information is used to gain entry to APHS, the offer of a place may be withdrawn.

6.2 Following an offer of a place proof of the child's date of birth may need to be provided and a copy will be retained by APHS.