Hellesdon High School & Sixth Form Centre
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Admission Policy

This policy was approved by the Local Advisory Board on:-	02 July 2026
The policy owner is:	**Allison Mclellan**
This policy will be reviewed by the Local Advisory Board in: (unless earlier review is recommended by the Trust)	July 2027
Policy Version:	**N/A**
Signed by the Chair of the Local Advisory Board:-	
Ratified by the Board of Trustees	**N/A Renewal**
Signed by the Chair of Trustee Board	**N/A Renewal**

INTRODUCTION

This Policy was updated in 2012 to reflect Hellesdon High School's (HHS) status as an Academy from 1 April 2012 and the HHS Academy Trust's new role as an 'Admission Authority'. It was also brought in line with the requirements of the revised School Admissions Code issued December 2014**.**

1.0 AIMS

1. To produce clear, objective and fair admission arrangements that does not disadvantage one student over another.
2. To ensure a system where all parents/carers feel they have the same opportunities to apply to the School.
3. To enable parents/carers' preference for Hellesdon High School to be met to the maximum extent possible.
4. To provide information and guidance to governors, staff and parents/carers about application to the School.

2.0 PRINCIPLES UNDERLYING THE POLICY

2.1 Compliance with the Law and Guidance

The School will comply with all statutory provisions, and will follow the guidance in the current School Admissions Code and School Admissions Appeals Code.

The School will participate with Local Authority (LA) in consultation on and coordination of admission arrangements and provide the information the LA needs to coordinate admissions by the dates agreed within the scheme.

The School will actively promote equity in the admissions process.

In conformity with the Code, the School will give the highest priority to Looked After Children who are in the care of the Local Authority or provided with accommodation by the Authority, and Previously Looked After Children (who were looked after, but ceased to be so because they were adopted, (or became subject to a residence order or special guardianship order) immediately following having been looked after).

2.2 Determination and Consultation on Admission Arrangements

The admission arrangements that will apply for admission applications for the following academic year will be determined annually by 15 April (see requirements for consultation below) and a copy published on the School website. A copy will be provided to the LA not later than 1 May.

Any objections to the published admission arrangements may be made to the Schools Adjudicator, appointed by the Secretary of State for Education, by 30 June.

As an Admission Authority, the Academy Trust has a responsibility, where changes to the admissions arrangements are proposed (other than those imposed by changes in legislation), to first publically consult on those arrangements for a period of at least 8 weeks between 1 November and 1 March of the year before those arrangements are to apply. This will include changes to:

a) admission numbers for years in which it is planned to admit students;
b) application procedures;
c) oversubscription criteria to be used;
d) any separate criteria for year 12 & 13;
e) information about whether a waiting list will be maintained, and for how long after 1 September;
f) information about how late applications can be made and will be handled and
g) the independent appeals process

If no changes are made to admission arrangements, they will still be publically consulted on at least every 7 years in compliance with the School Admissions Code.

2.3 School Uniform

The LAB aims to ensure that no family feels unable to apply for admission on account of high uniform cost. In these circumstances the School will offer support as required.

2.4 School Visits and Other Activities

The School will make it clear in the brochure that School visits, for which a parental contribution is required, are not compulsory.

Any voluntary contribution to School activities will not be mandatory, and it is the LAB's expectation that low-income families will only contribute a small amount, or in some cases nothing at all.

2.5 School Transport

The School shall make parents aware of how they may apply for school transport, the criteria used to assess if they are entitled and whether this will be free according to current legislation and Local Authority Guidelines.

2.6 Extending Opportunity

It is the LABs' intention that extended activities with educational benefit, and supported study after school will be available to students from families on low incomes as well as other students.

2.7 Working in the Community

The School will work with local primary schools, and any other organisation working in deprived areas, to encourage applications from poorer families.

2.8 Special Educational Needs

The School will admit students with an Educational, Health Care Plan (EHCP) where the School is named in the EHCP.

Special educational needs students without EHCPs will be treated as fairly as other applicants.

2.9 Students with Disabilities

All students will be treated equally.

The School will provide details of adjustments in place for disabled students and the accessibility of the premises, facilities and curriculum for disabled students.

2.10 Children of UK Service Personnel

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, the School will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against the oversubscription criteria.

2.11 Children from Overseas

The School will treat applications for children coming from overseas in accordance with European Union Law or Home Office Rules for non-European Economic Area nationals.

2.12 Students with Challenging Behaviour

The School will admit all students regardless of their 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.

2.13 Children Hard to Place/Fair Access Protocol

The School will co-operate with the LA's policy for admitting children hard to place (Fair Access Protocol).

2.14 Admissions outside the Normal Age Range and In-Year Applications

Admissions at ages other than 11 years will be based on:

1. application of the School's admission criteria and the ability to accept students into appropriate existing groups without prejudice to the provision of efficient education or the efficient use of resources at the School.
2. the student not having been previously excluded from two schools (one of which was in the last 12 months)

N.B. For admissions into the Sixth Form, see the Hellesdon High Sixth Form Admissions Policy.

In line with the LA Policy, Hellesdon High School expects transfers to take place at the beginning of a term. If the Parent/Carer wants to move their child to Hellesdon High School mid-year, the School will receive from the LA and consider such requests and will inform the Parent/Carer of the outcome.

The School will consider each such application on its own merits. Where an application is turned down, the parent/carer will be notified of their right to independent appeal.

All in year applications received by the School will be notified to the LA along with their outcome.

2.15 Waiting List

Where required, a waiting list will be maintained and administered by the Local Authority as part of the LA Year 7 transfer Coordination Scheme.

2.16 Appeals

As an admission authority, if the School informs a parent of a decision to refuse their child a place at the School, it will include the reason for the admission refusal; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that the grounds for their appeal must be in writing.

Where an appeal is lodged, an Independent Appeals Panel (independent of the School/Academy Trust) will be organised to hear the appeal in accordance with the School Admissions Appeals Code 2012. The decision of the Appeals Panel will be binding.

3.0 SCHOOL PROCEDURES

3.1 Composite Prospectus

The School will provide to Local Authority all information required to compile the composite prospectus no later than 8 August unless otherwise agreed.

3.2 Application Form

Hellesdon High School will use the standard Norfolk County Council Application Form.

The School will not ask for any supplementary information except where such information has a direct bearing on decisions about acceptable oversubscription criteria (e.g. proof of residence).

3.3 Oversubscription Criteria

In the event of oversubscription, the governors aim to apply fair oversubscription criteria.
After admission of students with an Educational, Health Care Plan (EHCP) or Statement of Special Educational Needs where the School is named in the EHCP or statement, priority will be given to those students who meet the criteria set out below, in the following order:

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. 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.
3. 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.
4. children living in catchment area of the school in accordance with the boundaries drawn up by the LA, but not attending one of our designated feeder schools.
5. 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. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
6. 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.
7. other applicants.

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 that is registered for child benefit.

Tie-breaker: Where there are more applications than places in the above criteria, a tie breaker shall be applied. Those children living closest to the school measured in a straight line from the front gate of the school to the registered home address will be given priority.

3.4 Published Admission Number (PAN)

The admission number for year 7 and, accordingly, each subsequent year group is: 225

All applicants (see 2.12 for exception) will be admitted if 225 or fewer apply.

3.5 Procedure for Applications

Applications should be made using the LA’s standard application form and procedure. 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).

Parents/carers who are unsuccessful in their application for a place at the School for their child will be informed in writing by the Local Authority. They will also be informed of their right to an independent appeal.

3.6 Withdrawal of Offers

The School will only withdraw any offers where lawful, and in compliance with the relevant paragraphs of the Code.

3.7 Late Applications

Late applications will be dealt with on an individual basis and in consultation with the Local Authority.

3.8 Independent 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.

4.0 REFERRING DOCUMENTS

This Policy has been prepared with due reference to the following:

School Standards and Framework Act 1998
School Admissions Code 2014
School Admissions Appeals Code 2012
Equality Act 2010
Academy Funding Agreement for Hellesdon High School, 1 April 2012.