



<b>Policy</b>	<b>Admissions</b>
Author	Craig Morrison
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Approved by	Board
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## **1. The scope of the policy**

- 1.1 This policy applies to admissions to all schools within the Eastern Multi-Academy Trust; namely Eastgate Academy, Downham Market Academy, King's Lynn Academy, Nelson Academy, King Edward VII Academy, Southery Academy, Upwell Academy, North Wootton Academy and Emneth Academy.
- 1.2 The policy abides by the provisions of The School Admissions Code, issued under Section 84 of the School Standards and Framework Act 1998 and published in December 2014.
- 1.3 The **local authority** with the responsibility for co-ordinating admissions for families in the locality is Norfolk County Council.
- 1.4 The **admissions authority** for the schools detailed above is Eastern MultiAcademy Trust, known hereafter as 'the Trust'. The Trust delegates the operation of this policy to the local governing bodies of each academy. The admissions authority is responsible for abiding by the admissions code and its operation as set out in this policy, ensuring fair access to places where they are available and enforcing the oversubscription criteria in a fair and transparent issue where this is an issue.
- 1.5 Where appeals are to be heard, independent panels will be arranged by the local governing body, in line with the code.

## **2. Admissions consultation**

- 2.1 The Trust will set admissions arrangements annually and must ratify these each year even if no changes are proposed. This will be done by 28<sup>th</sup> February in the determination year.
- 2.2 The admissions arrangements will be available via the Trust website and the arrangements for any proposed new academy will also be published online for comment, by 15<sup>th</sup> March in the determination year.

- 2.3 Should no changes be made to the admissions arrangements over time, they will be consulted upon at least once every seven years.
- 2.4 Where we seek to alter the admissions arrangements, we will do so by consulting with relevant parties for a minimum of 6 weeks in the period between 1<sup>st</sup> October and 31<sup>st</sup> January of the school year before the proposed arrangements are due to apply.
- 2.5 Any consultation will as a minimum include parents, other schools, religious authorities and the local community.
- 2.6 The Trust does not need to consult on changing its admissions arrangements should it wish to increase the Planned Admission Number (PAN) or otherwise alter the policy to meet further revisions to the Admissions Code. We will inform the local authority in good time should we wish to increase the PAN at any academy to allow for the co-ordination of places to operate smoothly.

### **3. Admissions – general**

- 3.1 Where one of our academies is undersubscribed in the year of admission, e.g. Year 7 for secondary schools, and the child will be of the normal age for admission at the time the new academic year begins, they will not be refused a place for any reason.
- 3.2 Where an academy is oversubscribed – more parents choose the academy as their first preference than there are places available – applications will be ranked in order against the published criteria and a list of places offered returned to the local authority.
- 3.3 We will not withdraw an offer of a place unless it has been offered in error, a parent has not responded within a reasonable time period or it is established that the offer was obtained through a fraudulent or intentionally misleading application.
- 3.4 We will not withdraw a place once a pupil has started at the school, except where it has been fraudulently obtained. However, in these circumstances, the Local Governing Body must make a decision bearing in mind the length of time the pupil has been at the school and the likely impact on him or her if they are told to withdraw.
- 3.5 We will not withhold a place from a child on grounds of poor behaviour elsewhere unless they have been excluded twice from schools elsewhere, until two years after the last exclusion, in which case the Principal will determine whether a place should be withheld, in consultation with governors.
- 3.6 The Local Authority may recommend that an academy admits a particular child and wherever possible we will work with them to come to an agreement. However, the Local Authority does not have the power to direct an academy to accept any child. The Local Authority can though ask the Secretary of State to intervene, with he or she having the power to direct an academy to admit any child.

#### **4. Admissions Policy - Primary**

- 4.1 Students are admitted at the age of three (Nursery) and four (Primary) without reference to ability or aptitude.
- 4.2 Where applications for admission exceed the number of places available, the Local Governing Body (or its delegated sub-committee) will apply the oversubscription criteria within this policy.
- 4.3 Infant class sizes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) will not contain more than 30 pupils with a single class teacher unless there are exceptional circumstances. Such children would remain 'excepted pupils' for the time they are in an infant class or until numbers fall back to the infant class size limit.
- 4.4 Excepted children are:
- a) Children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
  - b) Looked-after children and previously looked-after children admitted outside the normal admissions round;
  - c) Children admitted, after initial allocation of places, because of a procedural error made by the admissions authority or local authority in the original application process;
  - d) Children admitted after an independent appeals panel upholds an appeal;
  - e) Children who move into the area outside the normal admissions round for whom there is no other available school within a reasonable distance;
  - f) Children of UK service personnel admitted outside the normal admissions round;
  - g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
  - h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.
- 4.5 Eastern Multi-Academy Trust and its academies do not select pupils for admission and will consider all applications for places. Applications for places at any academy will be made in accordance with Norfolk County Council's (NCC) coordinated admissions arrangements and will be made on the Common Application Form (CAF) provided and administered by NCC.
- 4.6 Where one of our academies hosts a Specialist Resource Base (SRB) on site, the admissions authority is the local authority. Where students are entered onto the academy roll they are under a separate PAN for the SRB and not included the academy's annual PAN.

- 4.7 Offers of places will be communicated by the local authority to families on 16<sup>th</sup> April or the next working day.
- 4.8 Students and families wanting to join other year groups should contact the academy Principal or Admissions Manager for possible admission.
- 4.9 We will provide for the admission of all children in the September following their fourth birthday. Parents may defer the date of their child's admission until a point later in the school year but not beyond the point at which they reach compulsory school age and not beyond the start of the final term of the school year in which the application was made.
- 4.10 Where parents wish, their child may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

## **5. Admissions Policy - Secondary**

- 5.1 Students are admitted at the age of eleven without reference to ability or aptitude.
- 5.2 Where applications for admission exceed the number of places available, the Local Governing Body (or its delegated sub-committee) will apply the oversubscription criteria within this policy.
- 5.3 Eastern Multi-Academy Trust and its academies do not select pupils for admission and will consider all applications for places. Applications for places at any Academy will be made in accordance with Norfolk County Council's (NCC) coordinated admissions arrangements and will be made on the Common Application Form (CAF) provided and administered by NCC.
- 5.4 Offers of places will be communicated by the local authority to families on 1<sup>st</sup> March or the next working day.
- 5.5 Students and families wanting to join other year groups should contact the academy Principal or Admissions Manager for possible admission.

## **6. Admissions Policy - Sixth Form**

- 6.1 The Trust maintains an open admissions policy to Sixth Form with defined academic entry requirements. Academic Entry Requirements are:
- 6.1.1 **A levels:**  
At least 6 GCSEs at grade C or above (including maths and English\*). 3 of these should be at grade B or above. In addition some subjects at A level require a higher GCSE (eg to do Maths at AS requires a B in maths at GCSE) or specialist skills or knowledge to a certain level (eg Music requires a grade 5 or better qualification in the instrument to be studied); parents/students should refer to the specific subject course descriptions on the website for details

**6.1.2 Level 3 BTEC diplomas:**

5 GCSEs at grade C or above (including maths and English\*).

**6.1.3 Level 1 & 2 courses:**

4 GCSEs at grade D or above.

*\* GCSE grade C in maths and English is a requirement for entry to university and higher study and it is important that students achieve these. In order to ensure students are able to access the widest possible range of opportunities upon leaving, applications from students without a C grade in maths and English may be considered depending on overall results. In these cases, we may substitute one subject choice at AS for GCSE English and maths to enable the student to re-take the exam and achieve the C grade.*

6.2 An academy will not admit external applicants unless it is undersubscribed by pupils progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the academy, with looked-after children given highest priority.

6.3 We will use the same academic entry criteria for internal and external applicants.

6.4 Where there are places unfilled and an applicant narrowly misses the entry criteria, they and/or their parents may write to the Principal, asking for their case to be reconsidered, stating any mitigating circumstances, as soon as possible following publication of results and by the end of August at the latest. The Principal and two governors must then meet to assess the applications, advised by the Head of 6<sup>th</sup> Form. The assessment will focus on whether the student is likely to cope with the demands of the 6<sup>th</sup> form course, given their previous academic profile, their willingness to undertake extra study as necessary and the appropriateness of their choices. Once a decision has been made, which must be by the 1st September or the next working day, at the latest, the student and their parents must be informed by telephone and subsequently in writing.

6.5 Should a student and/or parent disagree with the decision, they may still pursue an appeal under an independent panel.

6.6 Where applications for admission exceed the number of places available, the Local Governing Body (or its delegated sub-committee) will apply the oversubscription criteria within this policy.

## **7. Admission of children outside their normal age group**

7.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer-born child (1<sup>st</sup> April – 31<sup>st</sup> August) may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted outside of their normal age group, for instance into Reception rather than Year 1.

- 7.2 Should a parent wish to request admission outside of the normal age group, they must write to the Chair of the Local Governing Body of the academy, detailing the exceptional circumstances behind the request. This must be done by the end of October in the determination year. Any requests considered after this point are at the discretion of the Local Governing Body.
- 7.3 The Chair of the Local Governing Body will acknowledge receipt of the request and may ask for additional information to be provided. He/she will also notify the parent of the date of the meeting when the Local Governing Body or a subcommittee as appropriate will consider the request and the date by which it is likely that the parent will receive the decision. The decision will be communicated in writing, clearly setting out the reasons.
- 7.4 In these cases, governors will take into account the circumstances of each individual case and what is in the best interests of the **child** concerned. This will include: taking into account the parents' views; information about the child's academic, social and economic development; where relevant, their medical history and the views of a medical professional; whether they have been previously educated outside of their year group; whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Governors will also take into account the views of the Principal.
- 7.5 Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but not in their preferred age group.

## **8. Children of UK Service Personnel and children from overseas**

- 8.1 For families of service personnel with a confirmed posting in the catchment area, or crown servants returning from overseas to live in that area, we will allocate a place in advance of the family arriving in the area provided there is an application accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address, used when considering the application against oversubscription criteria.
- 8.2 We will treat applications for children coming from overseas in accordance with EU law or Home Office rules for non EEA nationals.

## **9. Published Admission Numbers**

- 9.1 The academy's published admissions number for each Academic Year (that is the number of students we are expected to take in total) is:
- Downham Market Academy - 270
  - Eastgate Academy - Reception: 30
  - Eastgate Academy - Year 3: 45
  - King's Lynn Academy - 220
  - Nelson Academy - 60
  - King Edward VII Academy – 220
  - Southery Academy - 14
  - Upwell Academy – 30
  - North Wootton Academy – 45

- Emneth Academy - 30

9.2 Additionally, the Trust's capacity for Sixth Form students is

- Downham Market Academy - Year 12: 160
- Downham Market Academy - Year 13: 160
- King Edward VII Academy – Year 12: 150
- King Edward VII Academy – Year 13: 150

## **10. Criteria for dealing with Over Subscription**

10.1 The Local Governing Body will discharge the functions conferred on it by The Education (School Government) (England) Regulations 1999.

10.2 The oversubscription criteria and the application of them will ensure that no one will be unfairly disadvantaged, either directly or indirectly on the grounds of race, disability, or special educational need.

10.3 The Trust and its Local Governing Bodies will not place any further conditions on any application other than the oversubscription criteria presented below.

10.4 Where applications for admission exceed the number of places available, the Local Governing Body (or its delegated committee) will apply the following criteria in order of priority set out below to decide which children to admit:

- A. Children with a Statement of Special Educational Needs or Education, Health and Care Plan naming the academy must be admitted.
- B. Children who are in public care or living in accommodation provided by the local authority (Looked After Children), and children who have previously been looked after, including those who have been adopted.
- C. Children living within the catchment area of the academy, with an older sibling at the academy
- D. Other children living inside the catchment area.
- E. Children living outside the catchment area with an older sibling at the academy
- F. (Secondary Academies Only) Children outside the catchment area without an older sibling at the academy but who have attended a maintained primary school that lies within the academy's catchment area for more than a whole academic year immediately prior to transfer.
- G. Children living outside the catchment area.
- H. Where more children meet each of these criteria in turn than there are places available, a fair 'tie-breaker' will be invoked, which will be a calculation of the distance, as the crow flies, between the front door of the child's home and the entrance of the academy, with the child living closest to the academy getting first preference, the second closest the next place and so on until all places are filled.

10.5 For the avoidance of doubt, the Trust considers a sibling to be any boy or girl permanently residing in the same family home as the current pupil. As well as brothers and sisters, this includes step-brothers and sisters, halfbrothers and sisters, children who have been fostered or adopted by the

parents. If, for instance, a sibling permanently resides with another parent to the current pupil, then they will not be considered a sibling under this policy.

- 10.6 Where custody is joint and residence is split equally or as equally as possible between two parents living at different addresses (e.g. a balance of days 15 at each home per month, or 3 nights at one address and 4 at the other in a week), the Trust will consider the address submitted on the Common Application Form to be the home address. It is for the parents to decide the main residence and therefore which catchment area the child lives within. In cases of disagreement, the Trust will accept the legal judgement of the family courts on this matter, where it has been expressed. The Trust would also expect the address given to have been the registered address with the nursery or primary school attended and that it will remain the same once the pupil begins the new school.
- 10.7 It may be necessary to ask for copies of documentation to prove address, marriage, birth, fostering or adoption status in implementing these oversubscription criteria fairly.
- 10.8 Where there are still more pupils wishing to attend an academy than there are places, we will maintain a clear, fair and objective waiting list until at least 31<sup>st</sup> December of the admission year. Each newly added child must be placed in the rank order anew, according to the oversubscription criteria. The date of application must not be taken into account in offering places that become available to those on the waiting list.
- 10.9 Looked-after children, previously looked-after children and those offered a place by the local authority through the Fair Access Protocol, will take precedence over those on a waiting list.

## **11. Appeals**

- 11.1 Parents and carers and 'relevant children' (in the case of entry to the Sixth Form this is the child, in any other case this is a child who is - or will be - above compulsory school age at the time the start education at the school) have the right to appeal to an Independent Appeal Panel which is independent of the Trust and its academy.
- 11.2 Information on the appeals process is available on request from the academy Principal or Admissions Manager. We follow the School Admission Appeals Code which is statutory guidance published in February 2012.
- 11.3 Where admission is refused, the academy will set out the reasons for its decision in writing to the family.

## **12. Catchment Area & Contact Details**

### **12.1 Downham Market Academy - Catchment Area - Feeder Schools**

Beaupre Primary, Denver VC Primary, Nelson Academy, Hillcrest Primary, Hilgay

Village VC Primary, Runcton Holme CE VA Primary, St Martin at Shouldham VC Primary, Southery Primary, Ten Mile Bank Primary, Upwell Primary, Watlington Primary, Welney William Marshall VC Primary, Wiggshall St Mary Magdalen Primary, Wimbotsham and Stow Primary, Wormegay VC Primary

## **12.2 Downham Market Academy - Contacts**

Principal:

Admissions Manager: Matt Ridley

Telephone Number: 01366 389100

## **12.3 Eastgate Academy - Catchment Area**

Reception Catchment Area:

Parts of central and north King's Lynn; however, as the area includes parts of roads and communities we recommend parents check their home address on Norfolk County Council's 'Where I Live' website: [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk)

Year 3 Catchment Area:

- Existing Year 2 pupils
- Pupils completing Year 2 at Highgate Infant School

## **12.4 Eastgate Academy - Contacts**

Principal: Linda Hothersall

Admissions Manager: Linda Mahoney Telephone

Number: 01553 773088

## **12.5 King's Lynn Academy - Catchment Area - Feeder Schools**

The Howard Junior, Reffley Primary, St. Edmund's Primary, St. Germans Primary, Middleton VC Primary, West Winch Primary.

## **12.6 King's Lynn Academy - Contacts**

Principal: Alan Fletcher

Admissions Manager: Elanor Westbury Telephone

Number: 01553 774671

## **12.7 Nelson Academy - Catchment Area**

Downham Market, Downham West and outlying villages including Barroway Drove, Nordelph and Salters Lode.

## **12.8 Nelson Market Academy - Contacts**

Principal: Sarah Wilson

Admissions Manager: Avril Read

Telephone Number: 01366 383824

### **12.9 King Edward VII Academy – Catchment Area – Feeder Schools**

Eastgate Academy; Greyfriars Primary; Whitefriars Primary; North Wootton Primary; South Wootton Juniors; St Michael's C of E School.

### **12.10 King Edward VII Academy – Contacts**

Principal: Craig Morrison  
Admissions Manager: Lloyd Brown  
Telephone Number: 01553 773606

### **12.11 Southery Academy - Catchment Area**

Southery and nearby villages. We recommend parents check their home address on Norfolk County Council's 'Where I Live' website:

[www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk)

### **12.12 Southery Academy - Contacts**

Principal: Julian Goodrum  
Admissions Manager: Julian Goodrum  
Telephone Number: 01366 377205

### **12.13 Upwell Academy – Catchment Area**

Upwell and nearby villages. We recommend parents check their home address on Norfolk County Council's 'Where I Live' website:

[www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk)

### **12.14 Upwell Academy - Contacts**

Principal: Haidee Norman  
Admissions Manager: Anna Frammingham  
Telephone Number: 01945 773220

### **12.15 North Wootton Academy – Catchment Area**

North Wootton and environs. We recommend parents check their home address on Norfolk County Council's 'Where I Live' website:

[www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk)

### **12.16 North Wootton Academy – Contacts**

Principal: Jonathan Williams  
Admissions Manager: Debbie Woods Telephone  
Number: 01553 672385

### **12.17 Emneth Academy – Catchment Area**

Emneth and surrounding villages. We recommend parents check their home address on Norfolk County Council's 'Where I Live' website:

[www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk)

12.18 Emneth Academy – Contacts

Principal: Alison Townsend

Admissions Manager: Tracey Hall

Telephone Number: 01945 583885