Group Policy Document

ADMISSIONS POLICY 2027-28

Summary

This policy document is to detail the procedures for admissions to all Eastern Multi-Academy Trust settings to ensure that we carry this out consistently, including how to apply for a place each school, set out the school's arrangements for allocating places to the pupils who apply and to detail how to appeal against any decision not to offer a child a place.

If you are unsure about the validity of the content of this policy please refer to the Policy Owner.

Please Note: This policy is applicable to All settings within the Group.

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Policy holder	**Director of Education**
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Approved by

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01	Addition of Howard Junior School	Board	December 2023
02	Glade Academy reduction in PAN	Board	September 2025
03	Addition of Watlington Primary as a feeder to KLA	Board	September 2026
04	Raleigh Academy reduction in PAN	Board	September 2027
06	KLA increase in PAN & minor wording changes to ensure compliance with DfE and Schools Adjudicator requirements. Replacement of all reference to Academy Councils to Academy Committees.	Board	May 2027
07	Change HJS to PWA	Board	October 2026

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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 2021
- School Admission Appeals Code

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 our funding agreement and articles of association. Eastern Multi Academy Trust is the admissions authority for all of its academies.

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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. EMAT participates in Suffolk and Norfolk coordinated schemes for admissions. Supplementary Information Forms are not used. Late applications will be considered in accordance with the relevant local authority's coordinated admissions scheme and may be processed after on-time applications.

You will receive an offer for a school place directly from your **local authority**.

Please note, pupils already attending one of our academies with a nursery will **not** transfer automatically into the main school. A separate application must be made for a place in reception.

Please note, pupils attending Raleigh Infant Academy will **not** transfer automatically into Admirals Academy. A separate application must be made for a place.

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.

Parents may seek a place for their child outside of their normal age group, for example, if the child is giftedand talented or has experienced problems such as ill health. In addition, the parents of a summer-born child (1st April – 31st 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 Receptionrather than Year 1.

Should a parent wish to request admission outside of the normal age group, they must write to the Chair of the Local Academy Committee of the academy, detailing the exceptional circumstances behind the request. Requests for admission outside the normal age group will be considered on a case-by-case basis in line with the School Admissions Code and should be made at the time of application where possible.

The Chair of the Local Academy Committee 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 Academy Committee 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.

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 Admission number

The published admissions number for our academies in each Academic Year (that is the number of students we are expected to take in total) is:

- Eastgate Academy - Reception: 30
- Eastgate Academy - Year 3: 15
- King's Lynn Academy - 220
- Nelson Academy - 60
- Southery Academy - 14
- Upwell Academy – 30
- North Wootton Academy – 45
- Emneth Academy - 30
- Admirals Academy – 90
- Norwich Road Academy – 60
- Glade Academy – 30
- Raleigh Academy – 60
- Parkway Academy - 60

6.2 Selection and banding

Eastern Multi Academy Trust does not use selection or banding as part of our admissions arrangements.

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated. This is a statutory requirement.

If the school is not oversubscribed, all applicants will be offered a place.

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 order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children of staff at the school, in either of the following circumstances:
   a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Priority will next be given to children who attend named feeder schools for each academy (King's Lynn Academy, Admirals Academy and Eastgate Academy only only)
4. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
5. Other children living inside the catchment area.
6. Other children living outside the catchment area.

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. We will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically by Suffolk County Council or Norfolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.'

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.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Norfolk and Suffolk's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to aschool place as quickly as possible.

6.8 Waiting List

If you apply for a school place in the normal year of entry and one or more of your preferences are refused,your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of the waiting list can change each time a child's name is added or the circumstances of a child already on the list changes. As a result, a child's place on the list can go up or down (for example due to withdrawals or late applications). If you change your address while your child is on a waiting list, you must letus know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at. Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.

If a place becomes available at a school, it will be offered to the child who is ranked highest on the waiting list. Places are not offered based on the date on which names were placed on the list. The waiting lists will close on 31 December 2027.

Eastern Multi-Academy Trust does not hold waiting lists for in-year applicants.

6.9 Catchment areas

Catchment area maps are available online at www.suffolk.gov.uk/catchmentmaps or www.maps.norfolk.gov.uk/schoolcatchments/schools. Please check your address against the catchment area.

For King's Lynn Academy the feeder schools are:

Middleton Primary Academy
Reffley Academy
Greenpark Academy
Parkway Academy
St Germans Academy
Kings Oak Academy
West Winch Primary Academy
Watlington Primary School

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

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 should be made to Norfolk LA Admissions or in the case of Glade, directly to the academy Principal.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

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. If you wish to appeal please contact the academy Principal who will be able to advise you on the next steps.

You can find details of the school's appeals timetable on the following webpage:

School admission appeals - Norfolk County Council for Norfolk based academies

Education Admission Appeals and Permanent Exclusion Reviews | Suffolk County Council for Suffolk based academies

9. Monitoring arrangements

This policy and determination of arrangements will be reviewed and approved by the Board of Trustees annually.

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. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.