



**ADMISSION  
POLICY  
STATEMENT**

## ADMISSIONS POLICY STATEMENT

### **The scope of the policy**

The policies apply to admissions to all schools within the KWEST Multi Academy Trust; namely Churchill Park Academy (See Appendix 1.), Greyfriars Academy, Highgate Infant School, King's Oak Academy, Magdalen Academy, St Germans Academy, Wimbotsham & Stow Academy.

The policies abide 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.

The local authority with the responsibility for coordinating admissions for families in the locality is Norfolk County Council.

The admissions authority for the schools detailed above is KWEST Multi Academy Trust, known hereafter as 'the Trust'. The Trust delegates the operation of the policies to the Local Improvement Team 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.

Where appeals are to be heard, independent panels will be arranged by the individual School or Academy Local Improvement Team, in line with the code.

### **Admissions consultation**

The Trust will set admissions arrangements annually and must ratify these each year even if no changes are proposed. This will be done by 28th February in the determination year.

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 15th March in the determination year.

Should no changes be made to the admissions arrangements over time, they will be consulted upon at least once every seven years.

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 1st October and 31st January of the school year before the proposed arrangements are due to apply.

Any consultation will as a minimum include parents, other schools, religious authorities and the local community.

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.

### **Admissions – general**

Where one of our academies or schools is undersubscribed in the year of admission and a child will be of the normal age for admission at the time the new academic year begins, he/she will not be refused a place for any reason.

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 will be returned to the local authority.

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.

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 Improvement Team (LIT) must decide with regard to the length of time the pupil has been at the school and the likely impact on him or her if the place is withdrawn.

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 Executive Headteacher will determine whether a place should be withheld, in consultation with the LIT.

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, having the power to direct an academy to admit any child.

### **Admissions Policy - Primary**

Pupils are admitted at the age of three (Nursery or Preschool) and four (Primary) without reference to ability or aptitude.

Where applications for admission exceed the number of places available, the Trustees or the LIT will apply the oversubscription criteria within this policy.

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.

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 registered special school, who attend some infant classes within the mainstream school.

KWEST 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 the respective County Councils.

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.

Offers of places will be communicated by the local authority to families on 16th April or the next working day.

Pupils and families wanting to join other year groups should contact the academy Executive Headteacher/Headteacher or Admissions Manager for possible admission.

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.

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.

### **Admissions Policy - Secondary**

Students are admitted at the age of eleven without reference to ability or aptitude.

Where applications for admission exceed the number of places available, the Trustees or LIT will apply the oversubscription criteria within this policy.

KWEST 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. Offers of places will be communicated by the local authority to families on 1st March or the next working day.

Students and families wanting to join other year groups should contact the academy Principal or Admissions Manager for possible admission.

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

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 (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 Reception rather than Year 1. Should a parent wish to request admission outside of the normal age group, they must write to the Chair of the LIT 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 LIT.

The Chair of the LIT 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 LIT 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.

In these cases, the LIT 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 Executive Headteacher/Headteacher.

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.

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

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.

We will treat applications for children coming from overseas in accordance with EU law or Home Office rules for non-EEA nationals.

### **In-Year Admissions**

For all Norfolk Schools/Academies, application for an in-year admission should be made directly to the Norfolk County Council Admissions Team.

### **Published Admission Numbers**

The academy's published admissions number for each Academic Year (that is the number of students we are expected to take in total) is available in January.

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

The Local Improvement Team (LIT) will discharge the functions conferred on it by The Education (School Government) (England) Regulations 1999.

The over-subscription 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.

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

Where applications for admission exceed the number of places available, the LIT 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.

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, half-brothers 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.

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 academy.

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.

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 31st 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.

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.

### **Appeals**

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.

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.

Where admission is refused, the academy will set out the reasons for its decision in writing to the family.

## Catchment Area & Contact Details

### **Please note:** Churchill Park Academy - Catchment Area

Normal catchments areas do not apply to this special academy.

Churchill Park Academy

Headteacher: Mrs Ellie Weatherall

Admissions Manager: Mrs Joan Gray

Telephone Number: 01553 763679

### Greyfriars Academy – Catchment Area

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)

### Greyfriars Academy - Contacts

Headteacher: Mrs Beverly Barrett

Admissions Manager: Mrs Carla Devereux Jordan

Telephone Number: 01553 773087

### Highgate Infant School - Catchment Area

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)

### Highgate Infant School - Contacts

Headteacher: Mrs Cheryl Kirby

Admissions Manager: Mrs Sandra Clements

Telephone Number: 01553 772496

### King's Oak Academy – Catchment Area

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)

### King's Oak Academy – Contacts

Headteacher: Mrs Ann De'Ath

Admissions Manager: Mrs Kirsty Makins

Telephone Number: 01553 774587

#### Magdalen Academy - Catchment Area

Magdalen and nearby villages. We recommend parents check their home address on Norfolk County Council's 'Where I Live' website: [www.wherelive.norfolk.gov.uk](http://www.wherelive.norfolk.gov.uk)

#### Magdalen Academy - Contacts

Head of School: Mrs Louise Arrowsmith/Ms Suzie Hayes

Admissions Manager: Mrs Lisa Banks

Telephone Number: 01553 810326

#### St Germans Academy – Catchment Area

St Germans and nearby villages. We recommend parents check their home address on Norfolk County Council's 'Where I Live' website: [www.wherelive.norfolk.gov.uk](http://www.wherelive.norfolk.gov.uk)

#### St Germans Academy – Contacts

Head of School: Ms Suzie Hayes

Admissions Manager: Mrs Nikki Warnes

Telephone Number: 01553 617246

#### Wimbotsham & Stow Academy – Catchment Area

Wimbotsham and nearby villages/town. We recommend parents check their home address on Norfolk County Council's 'Where I Live' website: [www.wherelive.norfolk.gov.uk](http://www.wherelive.norfolk.gov.uk)

#### Wimbotsham & Stow Academy – Contacts

Head of School: Mrs Louise Arrowsmith

Admissions Manager: Mrs Sarah Mills

Telephone Number: 01366 382336

#### **Who is responsible for compliance with this policy?**

The Local Improvement Team/Executive Board is responsible for each academy's compliance with this policy.



## **Appendix 1: Churchill Park Admissions Policy**

Churchill Park Academy is a school for pupils between the ages of 4 and 18 years of age with profound and multiple learning difficulties (PMLD), severe learning disabilities (SLD) and autistic spectrum disorders (ASD). The school will admit any pupil where it is named in the Local Authority (LA) Education Health Care Plan (EHCP) and is specifically organised to meet the needs of pupils with Special Educational Needs and Disability (SEND).

The Academy, working with the Norfolk LA, has produced a designation outlining the needs of the pupils for which they are best able to provide, the curriculum to be offered and structure of the school day. Prior to naming the school in an EHCP, the LA will have consulted with the Head of School in line with their statutory obligations to ensure the placement is appropriate to the needs of the child.

### **Criteria and Arrangements**

Pupils will normally join the academy at the start of the school year, but by arrangement with the Head of School, can access places at other times of year. Consideration will be given to the numbers in and the profile of each Key Stage.

### **Eligibility Criteria**

- The academy can meet the child's special educational need and disability.
- The child's placement is not incompatible with the efficient education of the other children with whom the child would be educated.
- The placement is an efficient use of resources.
- The LA has named the academy in a child's EHC Plan.

### **Access prior to entry**

- The LA commissioner will visit the academy at least annually to review commissioned provision. The commissioning LA will consult the Head of School before naming the academy in an ECHP and will determine placement following consultation with the academy.
- Professionals wishing to visit the academy should contact the academy.
- A visit by the child and parents/carers would also be considered appropriate.
- Parents /carers should contact the academy.

### **Referral to the Academy**

Prospective pupils will be referred to the academy by the SEND team during the EHCP 20 week process as on the attached diagram. Placement at the academy is only available through a referral from a commissioning local authority. Places will not be offered to independent applicants.

- Parents wishing their child to be placed at the academy should contact their Local Authority in the first instance.
- Placement at the academy will be by referral from the commissioning Local Authority to the Head of School, acting on behalf of the Academy Trust and LIT, who will consider the potential suitability of the child to the academy profile and giving consideration to those pupils currently on role.
- The Head of School will use the information within the EHC Plan and attached papers to inform a decision as to the suitability of the child for placement at the academy taking

account of the eligibility criteria described above and will inform the Local Authority SEND team within 15 days of receipt of the referral.

- The Code of Practice entitles parents to appeal the decision of the academy or the Local Authority to the 'SEN and Disability Tribunal' should a placement not be made available.
- Transfer between school phases will be considered in line with statutory obligations.

### **Appeal arrangements**

The SEN Code of Practice entitles parents to appeal to the SEN and Disability Tribunal if their LA refuses to name their preferred school in the ECHP.

### **Funding of Places**

The Department for Education directly funds trust academies. Special trust academies negotiate additional funding from the LA commissioning an academy place.

### **Access/Travel**

Transport is usually provided and funded by the pupil's LA for eligible pupils.