



## Admissions Policy

<b>Policy Holder</b>	<b>Michala Parks</b>
<b>Approval Board</b>	<b>Sapientia Education Trust Local Governing Body (LGB) Local Authority</b>
<b>Date of Latest Review</b>	<b>Autumn Term 2020</b>
<b>Date of LGB Approval</b>	<b>5 October 2020</b>
<b>Review Period</b>	<b>Twelve months</b>
<b>Target Review Date</b>	<b>Summer Term 2021</b>  The Review Period and Target Review Date refer to our internal policy review process. The published policy is current and is the most recent approved version.
<b>Legislation or Regulation</b>	<b><u>The School Admissions Code</u> <u>School Admission Appeals Code</u></b>

## **CONTENTS**

<b>1. Introduction</b>	<b>3</b>
<b>2. Admission Numbers</b>	<b>3</b>
<b>3. Application Process</b>	<b>3</b>
<b>4. Oversubscription Criteria</b>	<b>3</b>
<b>5. Tie Break</b>	<b>4</b>
<b>6. Late Applications</b>	<b>4</b>
<b>7. Admissions of Children Outside of their Normal Year Group</b>	<b>4</b>
<b>8. Waiting Lists</b>	<b>4</b>
<b>9. Appeals</b>	<b>4</b>
<b>10. Post-16 Entry Requirements</b>	<b>5</b>

## **APPENDICES**

<b>Appendix A: Feeder Schools/Catchment Area</b>	<b>6</b>
--	----------

## 1. Introduction

Sapientia Education Trust (SET) is the Admissions Authority for Attleborough Academy who is a member of the Trust. Admission to Attleborough Academy is regulated by this policy which has been determined in accordance with the statutory School Admissions Code issued under Section 84 of the School Standards and Framework Act 1988.

Norfolk County Council, the Local Authority, have responsibility for co-ordinating the Year 7 admissions for the normal point of entry in September.

## 2. Admission Number(s)

The Academy has an admission number of 154 into Year 7 in September 2021.

The Academy will accordingly admit this number of students if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## 3. Application Process

For Year 7 places, Norfolk County Council will process applications through their co-ordinated admissions process. This means you will need to complete the Local Authority common application form available at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>.

The closing date for applications is 30 October 2020. Offers of places at the Academy will be made on 1 March 2021.

For in-year admissions, applications should be made to the Local Authority at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/moving-schools>.

## 4. Oversubscription Criteria

When the Academy is oversubscribed, after the admission of students with an Education, Health and Care Plan or a Statement of Special Educational Needs naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order<sup>1</sup>
2. Children who are due to transfer and live in the catchment area as defined by the Local Authority.
3. Children who are due to transfer and have an older brother or sister attending the Academy at the time of admission. For the purposes of this criterion, siblings are defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.
4. Children who are due to transfer and live outside of the catchment area and attend a feeder school at the opening of the admission round. Please see Appendix A for those feeder schools in the Attleborough Academy catchment area as defined by the Local Authority.
5. All other children, with the highest priority given to those children living nearest the Academy. Student distance will be measured on a straight line by the Local Authority School Admissions Office.

<sup>1</sup>A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

## **5. Tie-Break**

If a tie-break is necessary to determine which child is admitted, places will be allocated by random allocation undertaken by the Local Authority (or other body unconnected with the Academy).

Random allocation will not be applied to multiple birth siblings (twins and triplets etc) from the same family tied for the final place. We will admit them all and where necessary, exceed our Published Admission Number (PAN).

## **6. Late Applications**

All applications received for entry into Year 7 by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

## **7. Admission of Children Outside Their Normal Age Group**

Parents may request that their child is admitted outside their normal age group. To do so, parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the Academy will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Executive Principal and any supporting evidence provided by the parent.

## **8. Waiting Lists**

The Academy will operate a waiting list for each year group. Where the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **9. Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Academy for information on how to appeal.

Information on the timetable for the appeals process is on the Norfolk County Council website [www.norfolk.gov.uk/education-and-learning/schools/school-admissions/school-admission-appeals](http://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/school-admission-appeals).

The closing date for appeals is 22 March 2021.

## **10. Post-16 Entry Requirements**

The entry requirements published in the Sixth Form Prospectus and on the Sixth Form website are standard entry requirements which are used as a guide only.

The admission offer will be based on the outcome of the following activities and information to ensure that applicants are matched to the most appropriate course:

- Interview and assessment
- Previous qualifications/experience
- Motivation
- Interest in the course
- Completion of a set task (where applicable)
- References (where applicable)
- Completion of a DBS check (where applicable)

Individual programmes of study may specify entry requirements in addition to this minimum requirement and can include specific subject elements.

### **Selection Criteria**

- Progressing students
- Unconditional or Conditional Offer
- Data applied

## **APPENDIX A: FEEDER SCHOOLS/CATCHMENT AREA**

---

### **Feeder Schools**

The following schools feed students into the Academy:

- Attleborough Primary School
- Great Ellingham Primary School
- Hingham Primary School
- Rocklands Community Primary School
- Rosecroft Primary School

### **Catchment Area**

The following areas are served by the Academy:

Attleborough, Besthorpe, Hingham, Great Ellingham, Little Ellingham, Deopham, Stalland, Rockland St Peter, Shropham, Snetterton and Spooner Row.

**Admissions Authority:** Sapientia Education Trust

**Adjudicator:** Norfolk County Council