

SAPIENTIA EDUCATION TRUST



OLD BUCKENHAM
HIGH SCHOOL

Achieving excellence together

OLD BUCKENHAM HIGH SHOOOL

ADMISSIONS POLICY

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| Author / Edited by | Mr A Fell |
| Date | March 2019 |
| Executive summary | This policy has been reviewed and amendments made in order to comply with Trust requirements and those of the Local Authority |
| Review Body | Teaching staff |
| Endorsed by | Governing Body |
| Review frequency & next review due | Annually – March 2020 |
| Comments | <p>This policy is available on our school website and is available on request from the school office.</p> <p>This policy will be reviewed in full by the Governing Body on an annual basis.</p> |

Endorsed by **Old Buckenham High School** Governing Body on Thursday 14th March 2019

Introductory Statement

Old Buckenham High school is run by Sapientia Education Trust, a Norfolk based Multi-Academy Trust that runs 12 other state schools in Norfolk and Suffolk.

The Trust vision is to provide a world-class education locally.

Admission number(s)

The school has an admission number of 115 in Year 7 in September 2020.

The school will accordingly admit this number of pupils 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.

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 (LA) common application form available at

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>

The closing date for applications is 31/10/19.

It is possible to apply after this date, but please be aware that your application will be considered after all of the on-time applications.

Offers will be made on 02/03/2020.

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>

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, 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.
2. Priority will next be given to siblings of pupils who will already be on the roll of the school at the time of the admission. For the purposes of this criterion, siblings are defined as a brother or sister sharing at least one parent/carer 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.

3. Priority will be given to those students who apply who are living in the catchment area as defined at Annex A to this policy.

Tie-break

If a tie-break is necessary to determine which child is admitted, places will be allocated by random allocation. 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, as permitted by the infant class size rules and exceed our Published Admission Number.

Late applications

All applications received by the LA 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 school is oversubscribed, parents may request that their child is placed on the school's waiting list.

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 trust 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 headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school 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.

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 school 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.

The closing date for appeals is 15th May 2020.

Notes:

The **home address** is where a child normally lives. Where a child lives with parents/carers with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents/carers stating the pattern of residence. If a child's residence is split equally between both parents/carers, then parents/carers will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor.

If the residence is not split equally between both parents/carers then the address used will be the address where the child spends the majority of the school week.

Siblings are defined as a brother or sister sharing at least one parent/carer 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.