



Norwich Primary Academy Admissions Policy

The policy owner is:	Admissions and Safeguarding Manager
This policy was ratified by the Trust Board on:	
This policy will be reviewed ¹ by the Trust Board in:	Autumn 2018
Policy Version:	Autumn 2017 – v1

¹ Where the admission arrangements have not changed from the previous year there is no requirement for admission authorities to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least one every seven years, even if there have been no changes during that period.

1. Introduction

- 1.1 This document sets out the admission arrangements for Norwich Primary Academy (“the academy”) for the academic year 2018/19 and beyond.
- 1.2 Inspiration Trust is the admissions authority for the academy.

2. Admission numbers

- 2.1 The academy has an agreed published admission number (PAN) of 60 pupils in the reception year.

3. Consideration of applications

- 3.1 Arrangements for application for places at the academy will be made in accordance with the Local Authority’s (LA) co-ordinated admission arrangements and will be made on the common application form provided and administered by the LA. The timetable for applications is in line with that of the LA.
- 3.2 The academy will consider all applications for places that meet the criteria set by the LA’s co-ordinated admission arrangements. Where fewer applications for places than the PAN for the relevant age group are received, the academy will offer places to all those who have applied.
- 3.3 Late applications received after the closing date will be included only if the reason for the delay is considered exceptional and appropriate evidence has been provided. Other late applications will not be considered until after applications received by the closing date have been dealt with.

4. Procedures where the academy is oversubscribed

- 4.1 After the admission of pupils with an education, health and care plan naming the school, if there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:
 - Children in the care of a Local Authority (looked after children) or previously looked after children
 - Children who have a sibling² on roll³ at the academy at the time of the proposed admission
 - Children of staff working for the school
 - Children living nearest the academy, by straight line distance from the main entrance to the academy to the main entrance of the child’s home

² Sibling includes a full brother or sister, adopted brother or sister, or a half or step brother or sister who is living at the same address

³ On roll from reception to year six; if an applicant has a sibling attending nursery, this will not be a factor giving rise to priority

- 4.2 Where the admission of children from multiple births would lead to exceeding the PAN, those siblings will be admitted over PAN as permitted by infant class size rules.
- 4.3 Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to the academy. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the academy week.
- 4.4 If the academy is unable to distinguish between applicants using the published criteria, places will be offered via a random draw which will be supervised by an individual who is independent of the academy.

5. Deferred entry for infants

- 5.1 Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age⁴. However, places cannot be deferred until the next academic year.

6. Admission of children outside their normal age group

- 6.1 Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.
- 6.2 The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- 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; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

⁴ Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March (or on that day if any of these dates are the child's birthday).

6.3 The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

6.4 Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

7. Waiting lists

7.1 In line with the provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list managed by the LA until the end of the autumn term.

7.2 Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

8. Appeals

8.1 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.

8.2 Information on how to appeal and the timetable of the appeals process is on our website at <http://www.inspirationtrust.org/page/?title=Admissions&pid=244>

9. In year applications (applications for admission to the academy *outside* the normal admissions round)

9.1 Subject to any provisions in the LA's published and agreed guidance for in-year school transfers and for applications submitted for years other than the normal year of entry, the academy will consider all such applications and, if the year group applied for has a space available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available the oversubscription criteria shall apply.

10. Additional information

10.1 If false or misleading information is used to gain entry to the academy, the offer of a place may be withdrawn.

10.2 The child's birth certificate or identity card will need to be seen and a copy will be retained by the academy.