



Policy for Admissions



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1. Aims

This policy aims to:

- Explain how to apply for a place at the academies within the Trust (Blenheim Park Academy, Greenpark Academy and Reffley Academy)
- Set out the Trust'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 a Trust of academies, we are required by our 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.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school/academy places at the academies normal point of entry, using the common application form provided by Norfolk Local Authority.

Looked-after children are children who, at the time of making an application to a school/academy, 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 Norfolk Local Authority. You can use this form to express your preference for a minimum of 3 state-funded schools/academies, in rank order.

You will receive an offer for a school/academy place directly from Norfolk Local Authority.

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

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. For applications outside the normal admissions round, we ask parents to consult with the academy Headteacher.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and 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 academy but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The academies in the Trust have an agreed admission number as set out as follows: -

Academy	Admission number	
	Nursery	Reception
Blenheim Park		22
Greenpark Academy	56	60
Reffley Academy	26	60

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name an academy within the Trust, will be admitted before any other places are allocated.

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

In the event that the academy 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 children with an Education Health Care Plan naming a trust academy.
2. Children in public care who are due to start school.
3. Children who are due to start school, living in the area served by the academy, who have a sibling attending the academy at the time of admission.
4. Children who are due to start school, living in the area served by the academy without siblings at the academy.
5. Children who are due to start school, living outside the area served by the academy, who have a sibling attending the academy at the time of their admission.
6. Children who are due to start school, living outside the area served by the academy, without siblings at the academy.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the Trust will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy.

Distance will be measured in a straight line from the child's home address to the academy's front gates on: -

Academy	Address
Blenheim Park Academy	Lancaster Road Sculthorpe Fakenham Norfolk NR21 7PX
Greenpark Academy	9-11 Wensum Way, King's Lynn PE30 2RE
Reffley Academy	Reffley Lane, King's Lynn PE30 3SF

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.

6.5 Children below compulsory school age

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

Parents may defer their child's entry to the academy until later in the academic 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 Local Authority'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 a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round via the following link:

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

As is the case in the normal admissions round, all children whose EHCP plans name the academy will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

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

8. Appeals

If your child's application for a place at one of the academies within the Trust is unsuccessful, you will be informed why admission was refused, and given information about the process for hearing appeals (see Appendix 1). If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: janet.mcgahren@admtrust.org.uk

9. Monitoring arrangements

This policy will be reviewed and approved by the Board of Directors annually. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Board of Directors will publicly consult on these changes. If nothing changes, it will publicly consult on the Trust's admission arrangements at least once every 7 years.

Appendix 1: Ad Meliora Trust Academy Admission Appeals

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1. Overview

The trust board is the admission authority for the academies within the Trust and is responsible for organising admission appeals.

Appeals for a transfer admission round (admission to Reception classes) must be heard within 40 school days of the deadline for lodging appeals.

Appeals in respect of in year admissions must be heard within 30 school days of the date of the appeal being lodged with the academy.

2. Rights of parents

Parents have the right to say which school/academy they would prefer their child to go to. This is not the same as having the right to choose which school/academy their child goes to.

The Board of Directors for the Trust is responsible for admissions and must offer a child/children a place at the academy unless they can show that doing this will harm the quality of education they provide or make it less efficient. The legal phrase for this is: *"That to do so will prejudice the provision of efficient education or the efficient use of resources."*

The Directors of the Trust have agreed that there should be a limit to the number of pupils that can be accommodated at the academy or in an individual classroom. It is up to the Appeal Panel at an appeal to decide if this limit is reasonable.

If an application for a place is turned down, parents have the right to appeal against the decision at an independent Appeal Panel.

If the child has a Statement of Special Educational Needs, the appeal will be made to the Special Educational Needs Tribunal.

Parents do not have the right to appeal for an academy if a child has been permanently excluded from two or more schools/academies.

Parental right to an appeal is set out in Section 86 of the School Standards and Framework Act 1998.

3. Appeal panels

Panels are set up under Schedule 24 of the School Standards and Framework Act 1998. They are made up of either three or five people selected as follows:

1	At least one lay member – someone who is not directly connected with the Trust, or with any of the academies within the Trust, unless as a volunteer.
2	At least one person with knowledge of experience of education - someone who has experience in education; or who is familiar with schools/academies in Norfolk; or who is a parent of a child at a school/academy (though they cannot be parents of a pupil at the academy concerned in the appeal)
3	The remaining panel member(s) will be from either of the above categories.

The law says that Panels must be independent, for example: -

- They are not paid.
- They do not report to, nor are they responsible to, the Trust Board of Directors.
- They must work within the national statutory Code of Practice on School Admission Appeals.
- Members do not sit on panels where they have a conflict of interest.
- The work of the panel is monitored by the Council on Tribunals.
- Parents and education representatives are not present when a panel makes its decisions.
- The decision of the panel is binding on both the Trust and the parents.

The panel will be supported by a trained clerk. The clerk is not a member of the panel. Their role is to:

- explain the basic procedures to parents/guardians and deal with any questions they may have.
- make sure that the facts are presented.
- make sure that the appeal runs smoothly.
- be an independent source of advice on the way the appeal is run.
- write notes of the meeting, decisions and reasons.
- tell all parties of the panel's decision.

4. Appeal panel powers

The appeal panel can either refuse or allow the appeal. The panel cannot: -

- attach any conditions if it allows the appeal.
- hear complaints or wider objections about local admission policies and practice.
- make the Trust board change the position on the waiting list for the academy.

5. Hearing preparation

At least seven days before the appeal meeting a full set of papers will be sent out. These will include: -

- The Headteacher's case for why a place cannot be offered.
- The parental appeal form and/or letter (appendix 3)
- Any relevant correspondence
- Any additional information from parents to support the appeal.

This information is sent to the: -

- panel
- Headteacher
- Parent(s)
- Clerk.

Parents are required to provide all evidence they wish the panel to consider.

6. Attendance

The following people are expected to attend the hearing: -

- The panel

- A Clerk (appointed by the Board of Directors)
- The Headteacher (or representative)
- Parents – parents can be supported by a friend/representative.

7. Appeal meeting

The following process takes place: -

- 1) The members of the panel will be introduced and the Chair will explain what is going to happen.
- 2) Stage 1: - the panel will investigate whether the leader of the academy has good reasons for not giving a place. The following process takes place: -

Order	What happens
1	The Chair of the panel will open the meeting and undertake introduction
2	A representative from the academy presents the case. This will be the Headteacher or Assistant Headteacher
3	The panel invite parents to ask questions.
4	The panel ask questions. Note the panel can ask questions at any point in the meeting.
5	The panel invite the academy representative and parents to make any further points they wish to make.
6	The chair of the panel will ask parents and the academy representative to leave the room so that the panel can make their decision.
7	The panel make one of the following decisions: - <ul style="list-style-type: none"> • The academy has not proven its case. If there is only one appeal, then the place will be given. If there is more than one appeal the panel will decide how many children could be admitted. The panel will allow appeals up to that number, following the Trust's admissions criteria. The appeals of the other parents will be considered in the second stage. • The academy has proven its case that the academy has reached its intake limit and that the admission of one more child would prejudice the provision of efficient education or the efficient use of resources. A place will not be given. • If the panel agree that the academy has proved its case, stage two starts.

- 3). Stage 2: - this stage is for the panel to consider whether the details in the case of the parent(s) is/are strong enough to override the grounds established by the academy.

There may be appeals from a number of parents for places at the same academy. The academy case will be the same for all the appeals and put to the panel once. All the parents involved are invited to attend this part of the meeting first.

Order	What happens
1	The panel will introduce stage 2 and outline the purpose.
2	If there is only one person appealing – the parent will be invited to verbally present the reasons why they wish for their child to attend the academy. If there is more than one appeal – each parent will be given a different time slot to speak to the panel. Each case is heard in private.
3	The academy representative can ask questions.
4	The panel can ask questions. Note: the panel can ask questions at any point in this stage.
5	The academy representative can respond to any questions/points raised.
6	Parents are invited to sum their case up.
7	Parents and the academy representative leave so that the panel can make a decision.
8	The panel and clerk meet in private to make their decisions. Once the decisions have

been made, the clerk will notify the Trust Business Manager who will let parents and the academy leader know the outcome as soon as possible via telephone or email (typically the same day). Parents will receive written confirmation of the decision. The decision letter will record the reasons for the decision made by the panel.

8. Right of appeal

The decision of the panel is binding. There is no appeal against the decision of the appeal panel. If there are significant and material changes in circumstances e.g., the family move into the catchment area, or a medical condition has arisen since the application, parents have the right to re-apply for admission within the same academic year. If there is not a place, the parent has the right to a fresh appeal.

If the parent considers that the appeal meeting was not properly conducted (maladministration), the parent has the right to complain to the Local Government & Social Care Ombudsman. This is not a right of appeal against the decision, as the Ombudsman can only investigate complaints about maladministration on the part of the appeal panel.

9. Useful documentation

The Department for Education have produced a booklet “Primary and Secondary School Admissions and Appeals: A Guide for Parents” which is available from www.teachernet.gov.uk/publications or by phoning 0845 6022260 and quoting reference 00160-2008BKT-EN.

Parents can contact the Advisory Centre for Education (ACE) Ltd, which is an independent national advice centre. They provide clear advice and information particularly for parents on admission appeals through a national advice line and a wide range of publications. Especially helpful is a booklet called “Appealing for a School”. ACE can be contacted on 0300 0115 142 Monday – Friday (10.00am – 1.00pm). Their website address is www.ace-ed.org.uk.

Appendix 2: Acknowledgement of intention to appeal



I wish to acknowledge receipt of your intention to appeal against the refusal to admit «Childs name» to Blenheim Park Academy/Greenpark Academy/Reffley Academy.

Your appeal has now been recorded and will remain live until it has either been 'heard' or subsequently withdrawn by you.

On behalf of the Board of Directors, I enclose a form for you to complete. Please can you use the form to set out your reasons for appealing against the refusal to admit.

Please can you return the form by XXXXXXXXXXXX. The form will help the appeal panel understand your reasons for the appeal.

A hearing will be arranged within 30 days of the appeal being lodged. You will be invited to the meeting and be given an opportunity to verbally give further reasons to support your appeal.

The Ad Meliora Trust Central Administrative team will arrange and organise the hearing. You will receive a letter inviting you to attend the meeting and any other relevant documents (including the Headteacher's Statement as to why your application has been refused).

You will be given two weeks prior notice of the date, time and venue at which it will be held.

FURTHER INFORMATION IN SUPPORT OF AN APPEAL

(PLEASE COMPLETE THE FIRST PART OF THIS FORM IN BLOCK CAPITAL LETTERS USING BLACK INK)

FULL NAME OF CHILD	
DATE OF BIRTH	
NAME OF PARENT(S)	
ADDRESS	
CONTACT TELEPHONE	
CONTACT EMAIL	
CURRENT SCHOOL/ACADEMY	
<u>ALLOCATED</u> SCHOOL/ACADEMY	
PREFERRED SCHOOL/ACADEMY	

I have given notice of my intention to appeal against the decision of the Academy not to comply with my wish for my child to attend my preferred academy stated above. The reasons for my appeal are detailed below. I certify the details on this form are an accurate account of this child's current situation.

Signed: _____ Date: _____

Please detail below your reasons for your appeal. You may use or attach separate sheets if required.

My reasons for appeal are: -

Continue overleaf as necessary