ADMISSIONS POLICY

Sheringham High School

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Ratified by Governors	**September 20236**
Review Date	**September 20267**

1.Aims

This policy aims to:

· Explain how to apply for a place at the School;
· Set out the School's arrangements for allocating places to the students who apply;
· Explain how to appeal against a decision not to offer your child a place;
· Promote equal opportunities and inclusivity;
· Ensure all applicants for admission are treated equitably;
· Meet legal obligations and duties;
· Acknowledge the community nature of the Trust and also Sheringham High School's role in serving children outside its official catchment.

2.Purposes and process

The process for admissions is designed so that:

• It is clear and transparent;
• Parents find it easy to work with and feel supported through it; •
Parental confidence in the Trust is enhanced;
• It best meets the aspirations of parents;
• The admissions process is completed efficiently;
• Offers are focused on those who genuinely want a place; •
Liaison with all Authorities is effective;
• It encourages admission at each point of entry.

3.Legislation and statutory requirements

This policy is based on advice from the Department for Education (DfE): School Admissions Code School Admission Appeals Code. As an academy, the School is required by its 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.

4.Definitions

The normal admissions round is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, 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.

5.How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority.

6.Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in 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.

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 to which a child should be admitted. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

7. Allocation of places

7.1 Admission number The school has an agreed admission number for entry in Year 7 and 100 in Year 12.

(NB. The PAN for sixth form refers to the maximum number of students accepted excluding those from Sheringham High School.) Sheringham High School reserves the right to make offers above PAN if this is considered necessary to more effectively meet parental preferences.

7.2 The criteria for allocation Year 7 places are, therefore, awarded in order of priority:

1. Looked after and previously looked after children:

2. Children with medical needs for whom advice from a medical practitioner or psychologist has been provided in support of admission to the school.
3. Catchment: children living within the School's defined catchment as defined: Baconsthorpe, Beeston Regis, Bodham, Bodham Street, Edgefield, Edgefield Green, Hempsted, High Kelling, Holt, Kelling, Letheringsett, Plumstead, Salthouse, Sheringham, Upper Sheringham, West Beckham, West Runton & Weybourne.
4. Siblings: students whose brother or sister attends the School and are expected to continue to do so in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
5. Partner/feeder primary schools: pupils not resident within the catchment area but attending a primary school within it. Partner primary schools are: Holt Community Primary School, Kelling Church of England Primary School, Sheringham Community Primary School.
6. Students who attend associate partner schools in the Trust; Antingham and Southrepps Primary, Cromer Junior School and Gresham Village School.
7. Children of staff members

If there are more applications than places then places will be offered on the basis of distance: all other students based on distance from the School measured using an Ordnance Survey address point system which measures straight line distances in miles from the School to the place of residence.

• Late applicants will be considered after offers have been made using the above criteria
• The admissions criteria apply regardless of the Local Authority area in which students live. If a child lives at more than one address full details of the arrangements must be included on the application form to enable Governors to decide which address to use for admission purposes.
• Where the School can accommodate some but not all students qualifying for one of the preceding criteria priority will be given to students having regard to the subsequent criteria.
• If the School/Trust is named in a statement of educational needs/ Education, Health & Care plan the Governors will admit the child to the School as required.
• Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.
• The Trust will meet in full the requirements of the School Admissions Code which is attached to this policy as Appendix 1.
• The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.
• In matters relating to admissions, parents can get advice from the Admissions Teams of the relevant Authority (at Norfolk County Council: admissions@norfolk.gov.uk or 0344 800 8020). The department of Education also provides a range of information on its website : www.dfe.gov.u
• Objections to the Admissions Policy will be considered by the Schools Adjudicator on behalf of the Secretary of State. The Academy Trust will abide by any decisions made.
• The Academy Trust will take part in any mandatory Admissions Forum set up by the Local Authority (LA) in which it is situated and have regard to its advice, and will participate fully in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol. Sixth Form entry arrangements.

The Academy Sixth Form has a PAN of 100 for admission into Year 12, though reserves the right to admit over PAN in order to meet parental preferences. In the event of oversubscription places will be allocated using the following criteria:

1. Looked after and previously looked after children;
2. Children with medical needs for whom advice from a medical practitioner or psychologist has been provided in support of admission to the school;
3. Pupils who attend associate partner schools in the Trust; Stalham High School;
4. Children of staff members: provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage;
5. Distance: all other students based on distance from the school measured using an Ordnance

Survey address point system which measures straight line distances in miles from the School to the place of residence.

7.3 Oversubscription criteria All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the School will be admitted before any other places are allocated.

8.In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the School will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. Applications for in-year admissions should be sent to NCC.

9.Appeals

If your child's application for a place at the School is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: office@sheringhamhigh.co.uk You can find details of the School's appeals timetable on the School's webpage:

10. Monitoring arrangements This policy will be reviewed and approved every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these change