

CITY ACADEMY NORWICH

Admissions Policy

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**CITY ACADEMY NORWICH
ADMISSIONS POLICY AND PROCEDURE FOR 2018/19**

Contents

1. Policy Statement	3
2. Admission.....	3
3. Definitions and Clarifications	5
4. Appeals.....	7

1. Policy Statement

Each school has a published admission number. In the case of City Academy Norwich this is 120 pupils for year 7 in 2018/19.

The school operates its admission arrangements as part of the coordinated admission scheme operated by Norfolk County Council Local Authority. All applications must be made using the Common Application Form (CAF) supplied by the Local Authority (LA) in whose area the pupil lives. The governors will consider first all those applications received by the published deadline of **midnight on 31 October 2018**.

Notifications to parents offering a secondary school place will be sent by the County Council **1st March 2019**.

Applications made after midnight on 31 October 2018 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

Children with statements of special educational needs or an Education, Health and Care Plan that names the school in the statement or plan are required to be admitted to the school that is named.

The following oversubscription criteria in order of priority will be applied when there are more applicants than places available. All preferences will be treated on an equal basis.

2. Admission

First priority: Looked after Children and previously looked after children

'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order'

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act and children who were adopted under the Adoption and Children Act 2002. It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children and Families Act 2014 which amends section 8 of the Children Act 1989 and the children with special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications for a place for a child who is looked after must be made by the person with parental responsibility for the child (e.g. social worker, acting on the behalf of the local authority for a looked after child) and will need to be supported by:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Second priority: exceptional medical or social needs

Children who have exceptional medical or psychological conditions that make it essential that they attend City Academy Norwich rather than any other school. Appropriate medical or psychological evidence must be produced in support (see Definitions note 1).

Third priority: Children of staff

Children of CAN staff at the school where the member of staff is the legal parent / guardian of that child and:

1. Children of staff* who have, (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

*The term 'Staff' includes support and teaching staff on a permanent contract.

Fourth priority: Sibling living within catchment

Children whose permanent home address is inside the schools' designated area (see attached map) and who have a sibling on roll at the time of application and who is expected to be attending the school when the child will enter the school.

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Foster children or adopted children living at the same address
- We do not include 'cousins' within our definition of sibling

Fifth priority: Children living with catchment and attending a linked school

Children whose permanent home address is inside the school's designated area and attend a linked school.

Sixth priority: Children living in catchment

Children who live closest to the school, based on a straight line from the main front door to the entrance of the property. Parents should note that if they apply for free transport, different criteria may apply and the distance from home to school might be measured using a different route.

Seventh priority: Children living outside the catchment area

- I. Children living outside the designated catchment area that have a sibling (including children living in the same family unit) already on the school roll and who will still be on roll as the time of the admission;
- II. Children living outside the designated catchment area who attend a linked school as mentioned above
- III. Children who live closest to the school based on a straight line from the main front door to the entrance of the property.

All applications please note

Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

Tie breaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Nearest the school as measured by a straight line. The distance is measured, using Google Maps, from the address point of the student's house to the main front door of the school. In the event that two or more children live at the same distance from the school

(including flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two members of staff.

3. Definitions and Clarifications

Twin, Triplets and Children from multiple births

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place (s) will be determined by the drawing of lots. The remaining sibling(s) will be placed at the top of the waiting list, after any looked after or previously looked after child.

Home address

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting school. The school reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if a false address is given or the child does not live at the address. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Temporary addresses cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at the school, or normally withdraw the offer of a place.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence/child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, an admission panel will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangements has been in place
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admission panel. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant.

Applicants from abroad

An application for the school can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address

where the child is living at the closing date for application unless evidence is provided that the family is returning to a property that they own in the UK by 15 January 2017. Third party written evidence confirming the details and timing of the relocation will be required.

Admission outside the normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed where it is considered to be in the best interests of the child; the circumstances of each case will be considered individually. The Headteacher will make the decision and will consider any evidence the parent(s) submit supporting their case and any relevant professionals asked for their opinion on the case.

Applications after the normal admissions rounds (In-Year applications Years 7- 11)

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 (if available) at any time will be processed as in-year applications and applications must be submitted directly to City Academy Norwich as the school is its own admission authority.

If there are students on a waiting list for the year into which the applicant is seeking admission, then the student will be placed on that waiting list in the position determined by applying the oversubscription criteria. Students will be admitted from the waiting list in order if space becomes available. If there is no student on the waiting list for the year into which the applicant is seeking admission, then the governors will admit the student if there is space or place him/her on the waiting list if there is no space. If at the time of this determination the school has applications from more than one student for admission to the same year group, all the applications will be ordered according to the admission criteria and will be considered in that order.

Please contact City Academy Norwich admissions on either telephone 01603 452628 or email: office@cityacademynorwich.org

Waiting lists – Admissions into Year 7

In the case of oversubscription, waiting lists are created using the criteria as stated above, This waiting list is maintained until the end of Autumn Term of entry. From the start of the Spring Term a new waiting list will be created and kept.

Parents wishing to remain on the waiting list for the Spring Term must contact the school by the end of the Autumn term, stating their wish to remain on the waiting list and providing their child's name, date of birth and the name of the child's current school. The children on this Spring waiting list will be ranked according to our admission criteria, without regard to date the application was received or when the child's name was added to the waiting list.

Waiting lists – Admission into Year 8 to Year 11

Waiting lists for 'In –Year' applications will be maintained by City Academy Norwich in accordance with our admission policy. No account is taken for the length of time spent on the waiting list. Positions on the waiting lists may go up or down due to student withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised;

- each time a child is added to, or remove from, the waiting list
- when a child's changed circumstances will affect their priority
- when parents respond to periodic requests to see if they wish to remain on the waiting list

Children who are the subject of a direction by the Secretary of State for Education to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

After six months' parents will be asked to inform City Academy Norwich if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list.

All waiting lists for all year groups will be cancelled at the end of the academic year.

4. Appeals

Students refused a place in any year groups of the school, are entitled to appeal to an independent appeals panel. Appeals against a decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The decisions of the appeals panel are binding to the school.

In the event of an unsuccessful appeal against non-admission to a school, the school will not consider any further application of admission, nor is there any automatic right to a further appeal for admissions, within the same academic year (1st September to 31st August) unless there is an **exceptional** situation resulting in a significant change of circumstance relevant to the application.

Appeals may be made in writing to: Admissions, City Academy Norwich, 299 Bluebell Road, Norwich, NR4 7LP

Definitions Note one

When submitting applications under exceptional medical or social needs, this must be supported by written evidence from an independent professional aware of the case relating to the child (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to City Academy Norwich; it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by two weeks or consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after application deadline will not be taken into account in the main allocation of places.