



## **ADMISSIONS POLICY**

**2023 - 24**

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# **Waveney Valley Academies Trust**

## **Admissions Arrangements 2023 - 2024**

### **1. Rationale**

The Trust Board of Waveney Valley Academies Trust are required by the law to agree and publish their admissions criteria for their schools.

### **2. Purpose**

The Admissions Policy is to enable Waveney Valley Academies Trust to have criteria to determine admissions in the event of applications exceeding the published admission number for Sir John Leman High School, Stowmarket High School, Alde Valley Academy, Roman Hill Primary School and Snape Primary School.

### **3. Introduction and Guidelines**

All Waveney Valley Academies Trust schools in Suffolk work within the co-ordinated admissions arrangements operated by Suffolk County Council (the Local Authority) and the Local Fair Access Protocol. The schools will comply with the School Admissions Code (DfE Sept 2021) and the School Admission Appeal Code. This policy is based on the current codes but will be reviewed in the light of any future changes.

The schools believe that a unique, confident, pupil/student centred, caring community for learning can be developed. The main principle of admission is to maintain the comprehensive character of the schools, providing for the needs of children and young people who live in the surrounding areas. The aim is to provide the best education for pupils/students; one that recognises their individual needs and supports them to achieve the very best from their education; praising and challenging; building confidence, self-worth and life skills and enabling them to achieve the highest academic and vocational standards. Pupils/students will be admitted without reference to ability or aptitude in line with the agreed published admission numbers.

Sir John Leman High School is a mixed comprehensive school for students aged 11-18 with a Published Admission Number (PAN) of 240.

Stowmarket High School is a mixed comprehensive school for students aged 11-18 with a PAN of 180. Admissions to years 12 and 13 are temporarily paused.

Alde Valley Academy is a mixed comprehensive school for students aged 11-16 with a PAN of 112.

Roman Hill Primary School is a mixed comprehensive school for pupils aged 4–11 with a PAN of 75. The school has an on-site nursery with nursery admissions being dealt with under separate arrangements.

Snape Primary School is a mixed comprehensive school for pupils aged 4-11 with a PAN of 10. The school has an on-site pre-school facility with admissions being dealt with under separate arrangements.

All schools work closely between secondaries and feeder primary schools, where there is collaboration on both curriculum, pastoral and community issues. The school's will seek to consider places for students who live outside the catchment area whose parents wish them to attend the school.

Pupils/students are expected to comply with the schools' uniform requirements and Behaviour and Attendance Policies, which are available for public view.

#### **4. Consideration of Applications**

Schools will consider all applications for places. Where fewer applications are received than the PAN for the relevant year group, the Trust will offer places to all those who have applied.

- In accordance with paragraph 1.7 of the School Admissions Code the school will give priority to applications on behalf of Children in Care and children, who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order, immediately following having been looked after, including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).
- The schools reserve the right to refuse entry to applicants, who have been permanently excluded from two or more schools. This applies within two years of the second exclusion.
- If none of the parents or carers preferences can be met, it may be necessary for the local authority to allocate a place at the nearest school with places.
- The school is part of the Local Authority Co-ordinated Scheme and Fair Access Protocol.

## 5. Admission Timings

For applications to Sir John Leman High School, Stowmarket High School and Alde Valley Academy, the national closing date is 31 October 2022. The Local Authority Admissions Team will receive applications up to the end of August 2023; after this date all applications will be regarded as in-year admissions (see below). Offers will be available to view or posted on 1<sup>st</sup> March 2023 or the next working day.

For applications to Roman Hill Primary School and Snape Primary School, the national closing date is 15th January 2023. Any applications received after this date will be dealt with as a late application. Parents must supply evidence if there are exceptional circumstances which prevent the application being submitted on time. Offers will be available to view or posted on 16th April 2023 or the next working day.

## 6. Admission Procedure

### Process for Parents

All applications other than in-year admissions for the schools must be processed by the Local Authority Admissions Team. Decisions about admissions will remain the responsibility of the Trust (as the admissions authority of the school) but Suffolk County Council will send the offer of a place to parents/carers on behalf of the Trust

- When a parent/carer contacts the school about a place, the school will inform them that they need to apply to their home Local Authority for the place.
- For students living in Suffolk: parents/carers should apply online at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or contact the Local Authority Admissions Team for an application form on 0345 600 0981)
- For students living outside Suffolk: parents/carers need to contact their home Local Authority.
- If parents/carers send an application direct to the school, it will be forwarded to the admissions team. The school does not accept responsibility for the loss or delay of applications forwarded in these circumstances.

### Deferred entry for the Reception Year

Parents offered a place in the Reception Year for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st August, 31st December and 31st March.

## 7. Allocation of Places

Children who have an Education Health and Care Plan (EHCP) which names a Waveney Valley Academies Trust school must, by law, be offered a place at that school.

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date. For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

In the event of oversubscription, admissions will be prioritised using the following criteria:

1. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order, immediately following having been looked after including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted).
2. Children who are ordinarily resident\* within the designated catchment area and have a sibling who will be on the school's roll at the time of admission (including Sixth form but excluding a specialist unit or a specialist resource base for Hearing Impaired provision or nursery) or has already been offered a place. A map of the designated catchment area can be found on the Suffolk County Council website: ([www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions))
3. Secondary applications for children on roll at feeder schools, who are ordinarily resident\* in the designated catchment area
4. Children, who are ordinarily resident\* nearest to the school within the designated catchment area.
5. Children who are ordinarily resident\* outside the designated catchment area and have a sibling who will be on the school's roll at the time of admission (including Sixth form but excluding a specialist unit or a specialist resource base for Hearing Impaired provision or nursery) or has already been offered a place. A map of the designated catchment area can be found on the Suffolk County Council website: ([www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions))
6. Children on roll at feeder schools, who are ordinarily resident\* nearest to the school but outside the designated catchment area.
7. Children of employees at the school who have been in post for more than two years or who have been recruited to an area of skills shortage.
8. Other children, who are ordinarily resident\* nearest to the school but are not within the designated catchment area.

\*By ordinarily resident we mean the place where the child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to gain a higher priority for a place at a school within Waveney Valley Academies Trust; we will consider this to be a fraudulent application. Where a child lives at more than one address, we will consider them to be ordinarily resident at the address where the child lives for the majority of the week (excluding weekends and school holidays). In such

circumstances, separate evidence, in writing, from each parent must be provided to confirm the child's living arrangements at the time of application. In cases where the child spends an equal proportion of the school week at more than one address, evidence of which is to be considered the main contact address will be required to support the application. Written agreement from the parents/carers will be required to state which address is to be used as the ordinarily resident address for all school preferences. It is not acceptable to use different addresses for applications to different schools. If we are aware of a parental dispute affecting an application, we may not be in a position to process the application and the parents/carers may need to seek independent legal advice in order to resolve the matter.

### **Tie breaker**

It is possible that the PAN of the school will be reached in any one of the above criteria. For this reason, all applications within each criterion will be prioritised in order of those living nearest to the school. The distance will be measured by a straight line ("as the crow flies"). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments), this will be measured to a single point within that building irrespective of where those homes are located.

In the rare event of a tie-breaker situation, the random allocation will be supervised by someone independent from the school. Such a process may be undertaken by the local authority.

## **8. Late Applications**

Late applications are considered as detailed in the Local Authority's co-ordinated admissions scheme <https://www.suffolk.gov.uk/admissions>.

## **9. In-Year Applications**

### **In-Year Admissions**

In-year admissions will be subject to the same criteria as above. When an application has been successful, where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as practically possible, particularly where the child is out of school. Applications for in-year admissions should be made by completing an in-year application form available on the schools' websites.

In-year applications will not be processed more than one term in advance of the required start date. Once an offer has been made, the parent or carer will have 14 days from the

date of the offer letter to respond. At the end of the initial 'offer' period, the parent / carer will be sent a further letter informing them that the deadline has passed, and that they have a further 5 working days in order to make a response, before the offer is withdrawn.

### **Children Act 1989**

A child that is looked after by the local authority is defined under the Children Act 1989 as:

- A child in their care.
- A child that is provided accommodation by the local authority.
- Accommodation is defined as residence, which offers such for a continuous period of 24 hours.
- Looked after children (Children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).

### **Previously looked after children**

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### **Children adopted from state care outside of England**

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

### **Siblings**

For admission purposes, a sibling is a brother or sister, who lives at the same address or a half-brother or half-sister, who share a common parent and who live at the same address. It also includes a child, who lives at the same address and is under the terms of a residence order.

Children from different family units, where separate families are living together at the same address, are not considered siblings under this criterion.

If the final available school place is to be offered to a child from a multiple birth, (eg twins and triplets), the school will offer places to all children from the multiple birth. Where a



child from a multiple birth has a school named on their EHCP, the school will, from the date of issue of the EHCP, treat other siblings from the multiple birth under the sibling over-subscription criterion. This does not apply in specialist units, specialist resource bases for Hearing Impaired provision, or nurseries.

## **10. Right of Appeal**

Parents/carers have the right to appeal if they are dissatisfied with an admission decision of the schools. In this event, the appropriate forms and appropriate details on how to contact the Educational Appeals Office can be found on the Suffolk County Council website: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions)

## **11. Admission of children outside their normal age group**

It is expected that children will normally be educated within their chronological year group. However, the Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code. This will take into account the views of the headteacher.

Requests should be made in writing, as part of the normal admissions round, and include any relevant supporting evidence.

If a school place is not offered, parents/carers will be advised in writing along with a copy of the Trust Complaints Policy.

## **12. Waiting Lists**

A waiting list for new intake students will be held, this applies to the Reception intake in a Primary school and the Year 7 intake in a Secondary school. The position on the waiting list will be determined by the over subscription criteria as outlined in Section 7 (Allocation of Places) above. Where a place becomes available, it will be allocated in accordance with the position on the waiting list. We do not offer places on the basis of the date on which names were placed on the list.

Waiting lists will operate until the end of the academic year in which the application has been received, unless a parent informs us in writing that they wish their child's name to be removed from the list. Names will be removed if the offer of a place that becomes available is not accepted. If a parent wishes to keep their child on a waiting list, they must apply in each subsequent year.

The order of children on a waiting list does not remain static – as circumstances change a child's place on the waiting list can go up or down, for example, due to withdrawals or additional applications. If there is a change of address whilst a child is on a waiting list

parent/carer should let the school know. This may change the child's position on the waiting list. Having a child's name on a waiting list will not affect the right to appeal for a school place in any of the schools applied for.

Precedence will be given to a child who is subject to a direction or an admission in accordance with the In-Year Fair Access Protocol.

### **13. Removal from the Admissions Register**

The safeguarding of all students is paramount and therefore, in line with the Education (Pupil Registration) Regulations 2006, the schools will make every effort to establish and record the onward destination of students who are deleted from the admissions register and inform the local authority. The Common Transfer File (CTF) will be provided to the destination school and the local authority. Schools will complete a Child Missing in Education Form (CME) as appropriate.

The school will complete a CME and inform the local authority if a parent has elected to educate a child at home.

### **14. Applications made by parents and carers for children who live outside the UK**

Applications can be made for a Suffolk school when the child is not living in the UK. The application will be dealt with in line with the guidance provided by the Department for Education on their website [www.gov.uk/guidance/schools-admissions-applications-from-overseas-children](http://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children)

### **15. Applications to the Sixth Form**

Sir John Lemman High School's Sixth Form welcomes applications for entry to Sixth Form from those of the school's students who have attended in Year 11. Students in Year 11 at Sir John Lemman High School will need to apply formally for a place in the Sixth Form. Information, advice and guidance meetings are set up for every prospective Sixth Form student to provide support at a critical time of decision making. Students will receive written confirmation of course offers. Relevant deadlines will be advertised to students and will also be announced on the school website.

The Sixth Form is also pleased to admit students who have not previously attended Sir John Lemman High School. The Published Admission Number for Year 12 is 25 - this figure refers only to Year 12 students being admitted to the school for the first time. Entry requirements for courses are the same as those for internal applications.

Students entering the Sixth Form will be expected to read, sign and adhere to a Learning Agreement which outlines the commitment required to be successful in Post 16 study together with the support that students can expect to receive from Sixth Form staff. In addition, Sixth Form students must recognise that they are part of a whole school community and have a responsibility to abide by our dress code and the Sixth Form Conduct Policy.

Applications to Stowmarket High School Sixth Form are temporarily paused.

### **Late Applications**

Students applying to join Sixth Form after the deadline for application but before the start of the academic year should note that admission will be subject to availability of places on chosen courses and them achieving the specific entry requirements for the courses.

Provided places remain available and entry requirements are met, applicants seeking a place after the start of the academic year will be invited to discuss suitability of joining the courses at their requested time of entry. It is only in exceptional circumstances that a student will be enrolled into Sixth Form during the course of an academic year.

### **Applications for 'out of year' places**

It is our policy not to admit students 'out of year' into the Sixth Form.

### **Entry Requirements**

Entry to the Sixth Form is subject to a student having achieved the entry requirements for the course they wish to pursue and having demonstrated an application to study. Students should refer to the Sixth Form prospectus for further details and also for information on subject specific entry requirements. Prospectuses will be published during the Autumn Term each year.

The method for application is by completing an application form available from the Sixth Form directly or via the school website. All students will be required to have a reference from their current school; this could be via a school report.

Whilst it is expected that all courses published in the prospectus will run, it is occasionally necessary to cancel courses, for example due to a lack of student interest. If this should happen, the applicants will be notified as soon as possible and a further guidance meeting offered. Likewise, once our curriculum option blocks are confirmed and any subject clashes identified, any applicants affected will be contacted and a further guidance meeting offered.

**GCSE re-takes**

Students who achieved GCSE grade 4 or below in mathematics and / or English Language will be expected to re-take these subjects.

**Special consideration**

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merit.

**Oversubscription Criteria**

The oversubscription criteria for Sir John Leman High School Sixth form is the same as that for the main school.

**Right of Appeal**

When an application is unsuccessful there is an automatic right of appeal to an independent appeal panel.

## **Feeder Schools**

### **Alde Valley Academy**

Aldeburgh Primary School  
Benhall St Mary's CEVC Primary School  
Coldfair Green Primary School  
Kelsale CEVC Primary School  
Leiston Primary School  
Middleton Primary School  
Saxmundham Primary School  
Snape Primary School  
Yoxford and Peasenhall Primary School

### **Stowmarket High School**

Abbot's Hall Community Primary School  
Bosmere Community Primary School  
Chilton Community Primary School  
Combs Ford Primary School  
Great Finborough CEVC Primary School  
Ringshall School  
Trinity CEVA Primary School  
Wood Ley Community Primary School

### **Sir John Leman High School**

The Albert Pye Community Primary School  
Barnby and North Cove Primary School  
Beccles Primary Academy  
Brampton Church of England Primary School  
Gillingham St Michael's Church of England Primary Academy  
Ravensmere Infant School  
Reydon Primary School  
Ringsfield Church of England Primary School  
Southwold Primary School  
St Benet's Catholic Primary School  
Worlingham CEVC Primary School