



POLICY STATEMENT

Main School Admissions 2018-19

This document sets out the admission arrangements for Wymondham High Academy for 2018, hereinafter referred to as 'the Academy', which are based on the arrangements found in Annex 2 to the Funding Agreement between Wymondham High Academy and the Secretary of State for Schools.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from a local authority (LA). Before doing so the Secretary of State will consult the Academy.

The number of Year 7 places available for the 2018/19 academic year will be 260. Applications for September 2018 entry should be made via the Norfolk coordinated admissions scheme and can be made online during the transfer rounds at www.admissionsonline.norfolk.gov.uk or by completing the application form sent to parents. Please note that Wymondham High Academy is very popular and has been oversubscribed for the last few years.

Children transfer to this school at the end of Year 6, when they are 11+.

Area served by the school: Ashwellthorpe (inc. Fundenhall), Barford, Barnham Broom, Deopham (inc. Hackford), Kimberley (inc. Carleton Forehoe), Marlingford (inc. Colton), Morley (inc. Morley St Peter & Morley St Botolph), Runhall (inc. Coston & Brandon Parva), Tacolneston, Wicklewood (including Crownthorpe), Wrampingham, Wreningham, Wymondham (inc. Downham, Silfield, Spooner Row, Sutton, Wattlefield). Besthorpe Carr/ Black Carr and Fornsett End are included. To check your catchment, you can use the website at www.whereilive.norfolk.gov.uk or contact the Customer Service Centre on 0344 800 8001.

If there are more requests for places than places available, the academy will admit children in the following order of priority:

1. children with a statement of special educational needs naming the school;
2. children in public care who are due to transfer;
3. children who are due to transfer and live in the area served by the school;
4. children of staff: To qualify for this criterion the member of staff concerned must have been in post at the school for 2 years at the date of application. The only exception to this rule will be where the school can demonstrate a recruitment issue for that post;
5. children who are due to transfer and live outside the area served by the school, who have an older brother or sister attending the school at the time of admission (but not the sixth form);

6. children who are due to transfer who live outside the area served by the school and attend a feeder school (see below) at the opening date of the admission round i.e. 9 September 2013;
7. children who are due to transfer and live outside the area served by the school.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line 'crow fly' basis, using Ordnance Survey data. If, following the application of admission rules and distance, two applicants cannot be separated for a final place at a school the academy will use random allocation to determine the priority for the remaining place.

Feeder schools:- Ashleigh Primary, Barford Primary, Barnham Broom CE VA Primary, Browick Road Primary, Morley CE VA Primary, Robert Kett, Spooner Row Primary, Tacolneston VC Primary, Wicklewood Primary, Wreningham VC Primary.

Notes:

Note 1: Children in Public Care: children being in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. This has now been widened to include children who are adopted and who prior to adoption were designated as Looked After Children.

Note 2: Siblings: Children will be deemed to be siblings if they are half, full or adoptive brother or sister or if they are children of the same household with the same parents. They must be on the roll of the Academy at the time of application and expected to still be on roll at the point of entry. (This does not apply to sixth form admissions).

Note 3: Multiple Births: Where an application is being submitted for a child who has a sibling (or siblings) **in the same year group** it will be the policy of the Governing Body not to offer place to one child without the sibling (s) of the same age group. In these circumstances, Governors may determine to exceed the number of places temporarily on the understanding that this will not create a new admission number and as soon as children leave they will revert to the published number.

Note 5: Split residence: In determining the home residence, where children live part of the week with one parent and part with another, Governors will need to make a judgment about where the majority of time is spent. In making this judgment they will have specific regard to where children live during the week rather than at weekends, any legal agreement concerning care and residence and which parent is in receipt of the child benefit.

Operation of a waiting list

Within the coordinated admission arrangements of the Local Authority, where the Academy receives more applications for admissions than the Published Admission Number, a list will operate. This will be maintained by the Local Authority and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application. At the point where the Local Authority ceases to maintain its own list the Academy will adopt a list of its own.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel, which will be convened by the Governing Body, will be independent of the Academy. The Panel will not consider more than one application from a parent each year unless there is a material change of circumstances.

The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education (DFE) which means that parents will have 20 school days from national offer day in which to submit an appeal. Appeal hearings will be held within 40 school days of the deadline for the lodging of appeals. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will provide guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process.

Arrangements for admitting students to other year groups, including to replace any students who have left the Academy

The Academy will consider all such applications and, if the year group applied for has a place available, admit the child. Parents/carers whose application is turned down are entitled to appeal.

The Academy will participate in Norfolk LA's 'In Year Co-ordination and Fair Access Protocol' arrangements.

Monitoring, Evaluation and Review

The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

Confirmed by: The Governing Body of Wymondham High Academy

Signature of Chair:
Teaching & Curriculum Committee

Dated: **Learning**

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

The Academy will consult by 1 March each year on any proposed changes to its admission arrangements with:

- a) Norfolk LA;
- b) The admission forum for Norfolk LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Norfolk LA;

Publication of admission arrangements

The Academy will publish its admissions arrangements annually through:

- a) the Norfolk LA Guide to Parents on Transfer to Secondary School;
- b) the Academy website;
- c) and by copies being made available without charge on request from the Academy.

The published arrangements will set out:

- a) the name and address of the Academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) numbers of places; and
- d) arrangements for hearing appeals.