Trust Admissions Arrangements 2028-2029

West Norfolk Academies Trust

with school-specific admission numbers and oversubscription criteria

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1. Trust-wide admissions framework

West Norfolk Academies Trust is a family of schools with a shared ethos, common values and collective goals. The Trust has a clear mission which is to transform the lives of our students and to release their potential through excellent education and the opportunity to acquire new skills. All schools within the Trust are united in their vision to rapidly improve the learning experience of their students and raise the aspirations of the local communities which they serve. The admission arrangements for our schools reflect their own local communities and their distinctive and individual school ethos.

This policy has been prepared in accordance with the Department for Education's School Admissions Code and all relevant statutory requirements. West Norfolk Academies Trust is the admission authority for each school within the Trust and, in that capacity, is responsible for determining the admission arrangements for entry into Year 7, including the Published Admission Number, oversubscription criteria and associated admission procedures for each school.

These admission arrangements should be read together with the relevant annex for each school, which sets out that school's Published Admission Number, catchment or area details, feeder school provisions and oversubscription criteria.

The aim of the arrangements is to ensure that school places are allocated in a fair, clear and objective way, and that parents can understand how places will be allocated where there are more applications than places available.

2. Applying for a place

For applications in the normal admissions round, parents should apply using the common application form provided by their home local authority, regardless of which local authority the school is in. Parents will receive an offer of a school place directly from their local authority.

Applications outside the normal admissions round are dealt with as in-year applications. The Trust's in-year admissions wording is set out in section 7 below.

3. Admission outside the normal age group

Parents may request that their child is admitted outside their normal age group. Decisions will be made on the basis of the circumstances of each individual case and in the best interests of the child concerned.

In reaching a decision, the admission authority will take account of:

- the parents' views;
- information about the child's academic, social and emotional development;
- where relevant, the child's medical history and the views of a medical professional;
- whether the child has previously been educated outside their normal age group;
- whether the child may naturally have fallen into a lower age group if they had not been born prematurely; and
- the views of the headteacher.

Applications will not be treated as lower priority because a request has been made for admission outside the normal age group.

NB – Please refer to Appendix 1 for a more detailed explanation for accelerated or decelerated placements.

4. Children with an Education, Health and Care Plan

Children with an Education, Health and Care Plan which names the school will be admitted before the application of oversubscription criteria. The number of places available to other applicants will be reduced accordingly.

5. Oversubscription and tie-breaks

Where there are more applications than places available, places will be allocated according to the oversubscription criteria in the relevant school annex. Each school annex states the criteria clearly and in priority order.

If all children within any criterion cannot be offered a place, priority will be given to children living nearest to the school within that criterion. Distance will be measured in a straight line from the school's address point to the child's home address point using Ordnance Survey/GIS data. Where distance does not separate two or more applications for the final place, random allocation will be used and will be independently supervised.

6. Waiting lists

For the normal admissions round, the local authority will manage a waiting list for places until 31 December in the year of entry. Each child added to the waiting list will be ranked in accordance with the school's oversubscription criteria, not by the date on which the application was received.

7. In-year admissions and Fair Access Protocol

Parents can apply for a place at any time outside the normal admissions round. Applications should be made through the route specified for the relevant school in its school-specific annex or on the local authority's website.

Children with an Education, Health and Care Plan which names the school will be admitted in accordance with the relevant statutory process.

Where there is a place available in the relevant year group, the child will normally be admitted unless a permitted ground for refusal applies under the School Admissions Code.

The school may admit above its Published Admission Number in-year. Admission above PAN in-year does not constitute an increase to the Published Admission Number.

The school will consider each in-year application in accordance with the School Admissions Code. The school will only rely on paragraph 3.10 of the Code in the limited circumstances permitted by that paragraph and any associated Fair Access Protocol. This includes circumstances where the school has good reason to believe that the child may display challenging behaviour, where the relevant Code requirements are met, and where the child does not fall within a category to which paragraph 3.10 cannot lawfully be applied.

Each school fully participates in the Fair Access Protocol for its local authority area.

8. Appeals

If a child's application for a place at the school is unsuccessful, whether during the normal admissions round or as an in-year application, parents will be informed of the reason for refusal and given information about their right to appeal and the process of hearing appeals.

The relevant school annex will identify who administers the appeals for that school and where appeal forms should be sent.

9. Monitoring, consultation and determination

The admission authority will determine admission arrangements annually in accordance with the School Admissions Code. The arrangements will be reviewed each year, and any proposed changes will be consulted on where consultation is required.

Where changes are made solely to give effect to mandatory requirements of the Code or regulations, the Trust will check whether consultation/determination requirements apply to the specific change before publication/adoption.

10. Fair Access Protocol

West Norfolk Academies Trust schools participate in their Local Authority's Fair Access Protocol.

11. Second Applications (Further Appeals)

Ordinarily only one application may be made for a school per academic year. In exceptional circumstances, and at its sole discretion, the Trust may allow a further application to be made where there has been a significant and material change in the circumstances of the parent, the child or the school. The Trust will determine if the circumstances meet the threshold for a second application.

12. Withdrawing an Offer or a Place

The school will not withdraw an offer of a place unless it has been offered in error, a parent/carer has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Following an in-year offer of a place, the admission authority requires acceptance from parents/carers within 10 school days of the offer being made.

Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

No school within the Trust will withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school will be taken into account. Each case will be considered individually, and it may be considered appropriate to withdraw the place if the child has been at the school for less than one term.

13. Definitions

Looked After Child

A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school;

Previously Looked After Children are children who were looked after but ceased to be so because they were adopted, (or became subject to a child arrangement order or special guardianship order). Children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England ceased to be in state care* as a result of being adopted.

[*State Care - 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.] (i.e. charity groups that benefit society) but does not include private fostering whether in England or from outside of England.

Sibling

For the purposes of these admission arrangements, “sibling” means a brother or sister, half-brother or half-sister, step-brother or step-sister, adoptive brother or adoptive sister, or any other child living permanently at the same address as part of the same family unit.

A sibling must be on roll at the relevant school at the time of admission. This also includes a child with a sibling in Years 12 or 13 at Springwood High School, provided that sibling was previously on roll at the relevant West Norfolk Academies Trust school, or another West Norfolk Academies Trust school, before admission to the sixth form.

At the time of admission

For the purposes of these admission arrangements, “at the time of admission” means the date on which the child is due to start at the school. Where a criterion refers to a sibling being on roll at the school at the time of admission, the sibling must be expected to remain on roll at the school on the date the child is due to start.

Residence / home address

For the purposes of these admission arrangements, a child’s residence or home address means the single address at which the child normally and permanently lives with their parent or carer. Where parents/carers share responsibility for a child and the child lives at more than one address, one address must be nominated for the purposes of the school application. The Trust may request evidence of the home address and will determine whether the evidence provided is sufficient to support the application. Where an address or residence arrangement is found to be false, misleading or not the child’s normal home address, and the child has not yet started at the allocated school, the place may be withdrawn and the application considered afresh using the correct information.

Children of UK service personnel and crown servants

For children of UK service personnel, including members of the UK Armed Forces, and crown servants returning to the UK, a unit postal address or quartering area address supported by an official letter will be accepted as the child’s home address before the child arrives in the UK.

Service premium

For the purposes of these admission arrangements, “service premium” means eligibility under the relevant national criteria for service premium funding. This includes children with a parent serving in the regular UK Armed Forces, children who have been registered as service children in the school census within the relevant period, and children whose parent died while serving in the UK Armed Forces and who receive a pension under the Armed Forces Compensation Scheme or War Pensions Scheme.

14. Post Sixteen and Sixth Form Admissions

Schools have delegated control of their own Sixth Form admissions. For more Information, please see the details set out in the school specific annex. An admission number for Sixth Form must be set if external candidates are to be considered. The admission number must relate only to those being admitted to the school for the first time. It is acceptable to exceed this if demand for available courses can be met.

Applications should be submitted directly to the school and not to the Local Authority or Trust. Young people already on roll in the school should apply directly through the school for a place in the Sixth Form.

Annex A: Marshland High School

School-specific field	Detail
School	Marshland High School
Admission year covered	2028-29
Published Admission Number	162 for entry in Year 7
Catchment area	Defined by reference to Norfolk County Council's school catchment mapping
Local authority application route	Norfolk County Council School Admissions Team
Appeal administration	Marshland High School Admissions Team. Please send any requests to office@westnorfolkacademiestrust.co.uk
Approval / review details	Determined February 2027; review date February 2028

A1. Allocation of places and oversubscription criteria

If there are more applications than places available, places will be allocated according to the following criteria, in order:

1. Looked after children and previously looked after children.
2. Children eligible for the service premium.
3. Children with a sibling on roll at Marshland High School at the time of admission and living permanently at the same address. This includes children with a sibling in Years 12 or 13 at Springwood High School, provided that sibling was previously on roll at Marshland High School before admission to the sixth form.
4. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children who are due to transfer from Marshland High School's named feeder schools: Anthony Curton CE Primary School; Beaupre Community Primary School; Emneth Academy; Marshland St James Primary and Nursery School; Terrington St John Primary School; Tilney St Lawrence Community Primary School; Upwell Academy; Walpole Highway Community Primary School; and West Walton Community Primary School. Within this criterion, priority will be given first to children living within the school's catchment area and then to children living outside the catchment area.
6. Children living in the school's catchment area.
7. Any other applicants.

If all children within any criterion or sub-category cannot be offered a place, priority will be given to children living nearest to the school, measured in accordance with the Trust-wide distance tie-break.

A2. Definition: siblings of former pupils

For Marshland High School, "siblings of former pupils" means a child who had a sibling at the school where that sibling left at the end of Year 11 within the previous two academic years.

Annex B: Smithdon High School

School-specific field	Detail
School	Smithdon High School
Admission year covered	2028-29
Published Admission Number	112 for entry in Year 7
Catchment area	Defined by reference to Norfolk County Council's school catchment mapping
Local authority application route	Norfolk County Council School Admissions Team
Appeal administration	Smithdon High School Admissions Team. Please send any requests to office@westnorfolkacademiestrust.co.uk
Approval / review details	Determined February 2027; review date February 2028

B1. Allocation of places and oversubscription criteria

If there are more applications than places available, places will be allocated according to the following criteria, in order:

1. Looked after children and previously looked after children.
2. Children living permanently within the school's catchment area, as defined by Norfolk County Council's school catchment mapping.
3. Children with a sibling on roll at Smithdon High School at the time of admission and living permanently at the same address. This includes children with a sibling in Years 12 or 13 at Springwood High School, provided that sibling was previously on roll at Smithdon High School before admission to the sixth form.
4. Children eligible for the service premium.
5. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living outside the catchment area who are due to transfer from Smithdon High School's named feeder primary schools.
7. Any other applicants.

If all children within any criterion cannot be offered a place, priority will be given to children living nearest to the school, measured in accordance with the Trust-wide distance tie-break.

Annex C: Springwood High School

School-specific field	Detail
School	Springwood High School
Admission year covered	2028-29
Published Admission Number	270 for entry in Year 7; 250 places in Year 12
Catchment area	Defined by reference to Norfolk County Council's school catchment mapping
Local authority application route	Norfolk County Council School Admissions Team
Arts aptitude assessment administration	Springwood High School Admissions Team. office@westnorfolkacademiestrust.co.uk
Appeal administration	Springwood High School Admissions Team. Please send any requests to office@springwoodhighschool.co.uk
Approval / review details	Determined February 2027; review date February 2028

C1. Allocation of places and oversubscription criteria

If there are more applications than places available, places will be allocated according to the following criteria, in order:

1. Looked after children and previously looked after children.

2. Children living permanently within the school's catchment area, as defined by Norfolk County Council's school catchment mapping.

3. Up to 10% of available places will be allocated to children living outside the catchment area on the basis of aptitude in the performing arts, regardless of distance. Parents must state on the common application form whether they are applying for an arts aptitude place. The aptitude assessment day is publicised on the school website and at the open days and evening. Applicants should complete a separate application form, available from the school, to indicate whether they wish to apply for a drama, or music place, or both. Applicants will be invited to complete the relevant aptitude assessment, in small groups, during October. *The Music Aptitude Test is designed to assess a child's aptitude for music rather than their previous musical training or experience. The assessment is conducted by an independent music professional and may include a range of activities designed to assess musical aptitude, such as listening, rhythm and pitch exercises. No prior preparation is required. Applicants will be ranked according to their performance in the assessment and places allocated accordingly. The Drama Aptitude Test is designed to assess a child's aptitude for drama and performing arts. The assessment is conducted in small groups and may involve practical activities designed to assess communication, creativity, responsiveness and performance potential. No prior preparation is required.* No child will be admitted under this criterion unless they demonstrate aptitude, even if some aptitude places remain unfilled.

4. Children with a sibling on roll at Springwood High School at the time of admission and living permanently at the same address. This includes children with a sibling in Years 12 or 13 at Springwood High School, provided that sibling was previously on roll at Springwood High School before admission to the sixth form.

5. Children eligible for the service premium.

6. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Children living outside the catchment area who are due to transfer from Springwood High School's named feeder primary schools: Fairstead, Flitcham, Gaywood, Holly Meadows, Ashwicken, Gayton, St Martha's and Sandringham & West Newton.

8. Any other applicants.

If all children within any criterion or sub-category cannot be offered a place, priority will be given to children living nearest to the school, measured in accordance with the Trust-wide distance tie-break.

Annex D: St Clement's High School

School-specific field	Detail
School	St Clement's High School
Admission year covered	2028-29
Published Admission Number	130 for entry in Year 7
Catchment area	Defined by reference to Norfolk County Council's school catchment mapping
Local authority application route	Norfolk County Council School Admissions Team
Appeal administration	St Clement's High School Admissions Team. Please send any requests to office@westnorfolkacademiestrust.co.uk
Approval / review details	Determined February 2027; review date February 2028

D1. Allocation of places and oversubscription criteria

If there are more applications than places available, places will be allocated according to the following criteria, in order:

1. Looked after children and previously looked after children.
2. Children living permanently within the school's catchment area, as defined by Norfolk County Council's school catchment mapping.
3. Children with a sibling on roll at St Clement's High School at the time of admission and living permanently at the same address. This includes children with a sibling in Years 12 or 13 at Springwood High School, provided that sibling was previously on roll at St Clement's High School before admission to the sixth form.
4. Children eligible for the service premium.
5. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children living outside the catchment area who are due to transfer from one of St Clement's High School's named feeder primary schools: Clenchwarton Primary School; Terrington St Clement Community School; Tilney All Saints VC Primary School; Walpole Cross Keys Primary School; and West Lynn Primary School.
7. Any other applicants.

If all children within any criterion cannot be offered a place, priority will be given to children living nearest to the school, measured in accordance with the Trust-wide distance tie-break.

Appendix 1: Accelerated and Decelerated Admission

Our key principles

1. All children and young people should normally be educated in their chronological year group.
2. Schools assess the learning needs of children and young people so that the curriculum they provide is relevant, enabling them to make appropriate progress and maximise their achievement.
3. Admission of children outside their normal year group will be made in accordance with the School Admissions Code 2021.
4. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group. There is no right of appeal against a decision not to accelerate a child's entry to a school or year group.
5. The decision is made by the relevant headteacher within the Trust.
6. For children already in a West Norfolk Academies Trust school, in an existing year group, the headteacher will make the decision on whether the child should be educated in a year group outside of their chronological age.

Making a decision about a request to accelerate admission

Factors taken into consideration include: a demonstration of exceptional intellectual ability; mature language; physical and emotional maturity; well-developed social relationships; evidence of exceptional ability in all areas of development; development and abilities which exceed the expectation of recognised levels, for example exceeding the Early Years Foundation Stage and meeting all Early Years Goals, or achieving exceptional levels in all areas of the National Curriculum measured by Standard Assessment Tests (SATs); and the potential impact on future educational opportunities, including transition at the end of an educational stage.

Making a decision about a request to decelerate admission

Factors taken into consideration include: a demonstration of significantly underdeveloped intellectual ability; language gaps significantly below chronological age; significant physical and emotional developmental delay; significantly underdeveloped social relationship skills; evidence of significant delay in all areas of development; development and abilities which fall severely short of the expectation of recognised levels; and the potential impact on future educational opportunities, including transition at the end of an educational stage.