



**ST CLEMENT'S**  
**HIGH SCHOOL**

## **Admissions Policy**

Approved by: Governors

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at St Clement's High School
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

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](#).

## 3. Definitions

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

The **PAN** is the **Published Admission Number** for every year group into which pupils can be admitted.

**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

**'Siblings'** for the purposes of our school includes:

- step siblings,
- foster siblings
- adopted siblings

A child reaches **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 31 December, 31 March and 31 August.

#### **4. How to Apply**

For applications in the normal admissions round you should use the application form provided by your residential home local authority (regardless of which local authority the school is in). You can use this form to express your preference for 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

#### **5. 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 view

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 6. 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 a child should be admitted to. 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.

Ultimately, it is the Headteacher's decision whether or not to admit outside the normal age group.

#### **6. Allocation of Places**

##### **6.1 Admission Number**

The Published Admission Number is 130, however due to demand the School will provide a further 10 places for September 2024 and 2025 creating 140 places for pupils in Year 7.

##### **6.2 Oversubscription Criteria**

If more than 140 pupils apply for places, then places will be allocated according to the following criteria, in order:

1. Students with a statement of special educational need whose parents have requested that this school is named on the statement and students in public care.
2. Students who are due to transfer and live in the area served by the school
3. Students who are due to transfer and live outside the area served by the school but who have an older brother or sister (or step-brother or step-sister or adoptive siblings) attending the school at the time of admission.

4. Students eligible for the service premium. A student is eligible for the service premium if:
- a) one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service);*
  - b) they have been registered as a 'service child' on the January school census at any point since 2016;*
  - c) one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.*
5. Priority will next be given to students of staff where:
- a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Students not living in the catchment area transferring from St Clement's feeder primary schools, namely Clenchwarton Primary, Terrington St Clement Community School, Tilney All Saints VC Primary, Walpole Cross Keys Primary and West Lynn Primary.
7. Any other applicants up to the maximum number to be admitted.

### **6.3 Tie Break**

If all pupils 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. The address will be measured from the post office address point of the property. In the event that distance does not separate the final two or more pupils seeking the remaining place, a random allocation will be used to determine who is offered that place.

For the normal admission round the local authority manages a waiting list for places, as required by the School Admissions Code, until 31 December of the year of entry.

## **7. 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, if the school can be deemed to meet need (in accordance with DfE statutory guidance).

Likewise, if there are spaces available in the year group you are applying for, your child should be offered a place, unless the school has already exceeded its overall PAN.

The school reserves the right to admit above our PAN in-year. This does not constitute an increase to the PAN.

Applications for in-year admissions should be submitted online to Norfolk County Council School Admissions Team. The school will consider rejecting applications on the grounds of challenging behaviour, which includes 'attendance behaviour'. The school fully participates in the Fair Access Protocol for its local authority area.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful in the normal admissions round, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you should request a form from the school to set out the grounds for your appeal and send it to Springwood High School Admissions Team. You can find details of the school's appeals timetable on the following webpage: <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>

## **9. Monitoring Arrangements**

This policy will be reviewed and approved by the Trustees and reviewed, as part of the school website documentation, by the Local Governing Body 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 changes.