

Ormiston Academies Trust

## Ormiston Cliff Park Primary Academy Admissions policy 2023-2024

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# 1. Policy statement and principles

## 1.1. Policy aims and principles

- 1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2. This policy details the academies arrangements for admissions and will apply to all admissions from September 2023 to August 2024. This includes in-year admissions within this period.
- 1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised in the local paper and on the Academy website. Arrangements for visits outside these dates can be made through the academy office 01493 661523, or [office@ocppa.co.uk](mailto:office@ocppa.co.uk)
- 1.1.4. The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.
- 1.1.5. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

## 1.2. Monitoring and review

- 1.2.1. This policy will be reviewed annually or in the following circumstances:
- Changes in legislation and / or government guidance
  - As a result of any other significant change or event
  - As the result of a decision of an Adjudicator
  - In the event that the policy is determined not to be effective
- 1.2.2. If there are urgent concerns these should be raised to the Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

# 2. Academy admissions

- 2.1. The academy admits students between the ages of 4-11. The main intakes are:
- Early years (EYFS)
  - Primary

2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

## 2.3. Definitions

2.3.1. The academy uses the following definitions in the next paragraphs when applying this policy:

## 2.4. Distance

2.4.1. This is the straight line distance between the academy main gate and the child's home address (front door) using Ordnance Survey Data.

2.4.2. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

## 2.5. Dual address

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

## 2.6. Catchment area

2.6.1. Part of the town of Gorleston. The catchment area can be viewed via Norfolk's online tool [www.wherelive.norfolk.gov.uk](http://www.wherelive.norfolk.gov.uk) or you can check your catchment area by phoning Norfolk County Council's Customer Service Centre on 0344 800 8020 for confirmation of the catchment area for Ormiston Cliff Park Primary Academy.

## 2.7. Siblings

2.7.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step-brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order
- Another child living in the same household where the adult has parental responsibility

2.7.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

## 2.8. Eligibility criteria

2.8.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
  - 'Exceptional' or 'Indefinite Leave to Remain' in this country
  - Refugee status

## 2.9. Waiting list

- 2.9.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.
- 2.9.2. The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## 2.10. Withdrawal of a place

- 2.10.1. The academy will only withdraw an offer of a place if:
- The place was offered in error
  - Acceptance of the place was not received in a reasonable period of time
  - The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh
- 2.10.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## 2.11. Determining arrangements and consultation

- 2.11.1. Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.
- 2.11.2. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.
- 2.11.3. The academy will consult on admissions arrangements when changes to the academies' arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.11.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

2.11.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

## 2.12. Admission of children outside their normal age group

2.12.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, NCC Admission Authority, [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk). Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.12.2. The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.12.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for **and** that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.12.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

## 2.13. Complaints about admissions arrangements

2.13.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.13.2. Complaints about the appeals panel can be made to the Secretary of State.

## 3. Early year's admissions

The process detailed in this section is for admissions for the academy early years provision. For further information on this process please contact Norfolk County Council Admissions – [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

### 3.1. Number of spaces (PAN)

3.1.1. The academy has an agreed admission number of 80 per year.

### 3.2. Application process

3.2.1. Applications for the 2023 academic year begins 26/09/2022. The closing date for applications for this year is 15/01/2023.

3.2.2. Ormiston Cliff Park Primary Academy requires parents to apply via Norfolk County Council's common application process to apply for a place for their child(ren). Admissions website: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) Children's Services Department, Admissions, 8th Floor, County Hall, Martineau Lane, Norwich NR1 2DL Tel: 0344 800 8020

3.2.3. Late applications will not be considered until all other applications have been reviewed.

### 3.3. Selection criteria

3.3.1. All parents of children who will be 4+ on 1st September 2023 will be offered a full time place from September 2023. Parents are entitled to defer their admission or request that their child attend on a part time basis, however, the child must start school on a full time basis 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 December, 31st March and 31st August.

3.3.2. Where a parent defers their start date the place is held and cannot be offered to another child.

3.3.3. However, the admission can only be delayed within the academic year. This means the admission must take place by the summer term 2024. Places cannot be held until the following autumn term for those children who are five during the preceding summer term.

3.3.4. Summer born children (those born between 1st April and 31st August) can request consideration for their child to join a Reception class rather than a Year 1 class and the admission authority will consider parental requests and make decisions based on the circumstances of each case and in the best interests of the child.

3.3.5. Where a request is agreed their application will be considered alongside all other applications for a Reception place and will be prioritised using the over-subscription rules as published.

3.3.6. If the number of applications is less than the number of spaces then all children will be offered places.

3.3.7. If the number of applications is less than the number of spaces then all children will be offered places

### 3.4. Oversubscription criteria

- 3.4.1. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:
  - 3.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
  - 3.4.1.2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
  - 3.4.1.3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.
- 3.4.2. Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.
- 3.4.3. Looked After and previously Looked After children. (Previously looked after children are children who were looked after and ceased to be so because they were adopted or became subject to a Residence Order or Special Guardianship Order.
- 3.4.4. Children who live in the catchment area and have siblings attending the academy at the time of their admission.
- 3.4.5. Children who live within the catchment area.
- 3.4.6. Children who live outside the catchment area with siblings attending the academy at the time of their admission.
- 3.4.7. Children living outside the catchment area and have no siblings attending the academy at the time of admission.
- 3.4.8. If the number of applications is less than the number of spaces then all children will be offered places.

### 3.5. In-year admissions

- 3.5.1. Any applications made outside the main intake period will be dealt with in accordance with the process for early years detailed in this section.
- 3.5.2. In-year admissions forms can be obtained from [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

### 3.6. Unsuccessful applications

- 3.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused. Appeals have to be received by Norfolk County Council by 12/05/2023.

## 4. Primary admissions

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact Norfolk County Council Admissions – [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

### 4.1. Number of spaces (PAN)

- 4.1.1. The academy has an agreed admission number of 80 per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

### 4.2. Application process

- 4.2.1. Applications for the 2023 academic year begins 07/11/2022.
- 4.2.2. To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 15 January 2023 [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)
- 4.2.3. All offers of primary places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the primary national offer day (16 April or the next working day).
- 4.2.4. By law, children must start statutory full-time education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory age, parents may defer their child's entry until later in the academic year.
- 4.2.5. Children born between 1 September and the end of February may start full-time no earlier than the beginning of the autumn term before their fifth birthday.
- 4.2.6. Children born between 1 March and 31 August, may start part-time (mornings only) no earlier than the beginning of the autumn term before their fifth birthday and full-time at the beginning of the spring term before their fifth birthday.

4.2.7. Our admissions policy allows / does not allow children to start at the academy earlier than the law requires.

### 4.3. Selection criteria

4.3.1. All parents of children who will be 4+ on 1st September 2022 will be offered a full time place from September 2023. Parents are entitled to defer their admission or request that their child attend on a part time basis, however, the child must start school on a full time basis 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 December, 31st March and 31st August.

4.3.2. Where a parent defers their start date the place is held and cannot be offered to another child.

4.3.3. However, the admission can only be delayed within the academic year. This means the admission must take place by the summer term 2023. Places cannot be held until the following autumn term for those children who are five during the preceding summer term.

4.3.4. Summer born children (those born between 1st April and 31st August) can request consideration for their child to join a Reception class rather than a Year 1 class and the admission authority will consider parental requests and make decisions based on the circumstances of each case and in the best interests of the child.

4.3.5. Where a request is agreed their application will be considered alongside all other applications for a Reception place and will be prioritised using the over-subscription rules as published.

4.3.6. If the number of applications is less than the number of spaces then all children will be offered places.

4.3.7. If the number of applications is less than the number of spaces then all children will be offered places.

### 4.4. Oversubscription criteria

4.4.1. If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

4.4.1.1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

4.4.1.2. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4.4.1.3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

4.4.2. Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

4.4.3. The criteria used will be in the following order of priority :

- Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
- Children who live in the catchment area and have siblings attending the academy at the time of their admission.
- Children who live within the catchment area.
- Children who live outside of the catchment area with siblings attending the academy at the time of their admission.
- Children living outside the catchment area and have no siblings attending the academy at the time of admission.

## 4.5. In-year admissions

4.5.1. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authority's Fair Access Protocol. In-year admissions forms can be obtained from [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk)

4.5.2. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

4.5.3. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

#### 4.6. Unsuccessful applications

- 4.6.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
- 4.6.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.
- 4.6.3. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list.

## Appendix 1

### Consultation Process

#### **1 October 2022**

The date at which academies **must** begin the six-week consultation period if any changes to the policy are being made.

#### **22 November 2022**

The last possible date that academies can submit their final policy to the Governance Team having closed consultation and made changes if necessary

#### **31 January 2023**

The date by which the Governance Team will return your admissions policy with confirmed approval

#### **28 February 2023**

The deadline by which academies **MUST** publish their 2023-2024 policy online and their appeals timetable on the academy website

#### **28 February 2023**

The deadline by which academies should send their admissions policy to their LA.

### What constitutes Consultation?

Consultation involves sending out the school's proposed admission policy **before** it is determined to invite comments or objections. Schools **MUST** consult with, i.e. send their proposed admissions policy to:

- Parents of children between the ages of two and eighteen
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools). This would include any other school in the borough which is their own admission authority.
- The local authority
- Any adjoining neighbouring local authority

Good practice would be to ask all your feeder primary schools to send out letters to parents, put a notice in your local paper, advertise the consultation in other local areas or community centres etc. Make a record of all the ways in which you ensured the community was informed of the consultation.

For the duration of the consultation period, the school **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the school to whom comments may be sent and the areas on which comments are not sought. Schools **MUST** also send upon request a copy of the proposed policy to any of the person or bodies listed above inviting comment.

Failure to consult effectively may be grounds for subsequent complaints and appeals and so it pays to get the consultation right.

## Appendix 2.

### Admissions policy consultation letter

Address line one  
Address line two  
Town  
County  
Postcode  
Date

#### RE: Consultation on admission arrangements

Dear **interested party**,

I am writing to notify you of the upcoming consultation on the academy's admissions policy. The consultation period will run from **1st October 2021 until 12th November 2021**; during this time, parents are invited to express their views and any concerns about the **proposed changes to the** admission arrangements at **name of academy**.

In accordance with the DfE's 2014 statutory 'School Admissions Code' guidance, as a school we must consult on our admission arrangements when changes are proposed, and at least once every seven years.

#### **Choose one of the two options set out below.**

##### **Changes are proposed**

To this end, the following amendments to our admission arrangements have been proposed:

- **Brief outline of the key proposals, e.g. an increase in admission numbers**

This is being proposed as **state reason behind proposal, e.g. due to the rapid growth in the area, there has been an increased demand for school places**.

A full version of the proposed changes to the admission arrangements, as well as the rationale behind them, is available to view on the academy website or in hard copy from **the school office**.

##### **OR**

##### **Changes are not proposed – this is the version to use if you are doing the statutory 7 year consultation**

For this reason, a consultation is currently being held to meet the academy's statutory duty; however, it should be noted that no changes to the current admission arrangements have been proposed.

[For either option, the following information should also be included.]

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party at name of academy, we are keen to hear your views on the proposed changes/current admission arrangements; therefore, we invite you to participate in the consultation if you have any concerns regarding the matter.

All responses to the consultation should be made in writing and submitted before time on date to:

Address or email address.

Please note that written responses should outline your personal details, including your name, address and relationship to the academy. You are also encouraged to provide feedback on the academy website here: link to website.

At the end of the consultation period, the governing board will meet to consider responses and submit a final policy to the Ormiston Academies Trust Board of Trustees for approval.

For further information regarding the consultation process, please refer to our proposal document, copies of which can be located on the academy website or in hard copy from the school office. If you wish to further discuss this matter, or anything mentioned in this letter, please contact the school office on phone number or email address.

Yours sincerely,

Name

Principal