



Thorpe St Andrew School and Sixth Form

Main School Admission Policy

February 2017

After Statutory Consultation Ending 31 January 2017

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School Status

Thorpe St Andrew School and Sixth Form

Published Admission Limit: 300

Address: Laundry Lane
Thorpe St Andrew
Norwich
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Telephone: 01603 497711

Website: www.thorpestandrewschool.org.uk

Number on Roll
May 2016: 1837

Admission Enquiries: 01603 497739
office@thorpe-st-andrew.norfolk.sch.uk

The area served by the school - Blofield (including Blofield Corner and Blofield Heath), Brundall, Hemblington (including Pedham), Great and Little Plumstead (including Thorpe End), Postwick (including Witton), Thorpe St Andrew (including Dussindale) and part of the parish of Strumpshaw.

Advice on the catchment area can be found by:

- *Viewing www.whereilive.norfolk.gov.uk and click on school catchment. This is the most detailed information.*
- *Telephoning 0344 800 8020.*
- *There is a map of the catchment area attached to this policy.*
- *Please note, the catchments of the seven listed schools are all contained within the overall catchment area for Thorpe St Andrew School and Sixth Form. However, it should be noted that a family may not be living within the identified catchment area, although they may be attending one of the catchment schools. Please check carefully so that you are clear if you are living within the catchment area or not.*

Introduction

The Trust will admit children with a Statement of Special Educational Needs or an Educational Health and Care Plan (EHCP) naming the school.

Should the school receive more applications than the published admission limit (300), the following over subscription criteria will be used:

Over Subscription Criteria

1. Looked after children and children in public care. (See definition on page 3).
2. Children who live in the area served by the school (traditionally known as the Catchment Area).
3. Children who live outside the area served by the school who attend a school within The Yare Education Trust where that school is identified as a Catchment school, at the opening date of the admissions round.
4. Children who live outside the area served by the school, who have an older sibling attending the school at the time of admission (but not the Sixth Form). (See definition of 'sibling' on Page 3).
5. Children who live outside the area served by the school.

When considering the allocation of places under criteria 5, the highest priority will be given to children living nearest to the school. 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 Trust will use random allocation to determine the priority for the remaining place.

Late applications (those arriving after the published closing date) will only be considered after all other applications have been processed.

The admission round is deemed as starting on 1 September of the year prior to transfer and closes on 31 October (open for two months).

The Yare Education Trust Partners

Dussindale Primary School
Hillside Avenue Primary and Nursery School
Hemblington Primary School (upon conversion early 2017)

Catchment Schools

Blofield Primary School
Brundall Primary School
Dussindale Primary School
Hemblington Primary School
Hillside Avenue Primary and Nursery School
Little Plumstead VA Primary School
St William's Primary School

Information on Oversubscription Rules

The following information and definitions apply to all schools in The Yare Education Trust.

Distance

Distance will be measured on a straight line 'crow-fly' basis using Ordnance Survey data. The measurement will be taken from the post office postcode address point on the child's home to the post office postcode address point on the school.

Looked After Children or Children in Public Care

In oversubscription rules 'children in public care' and 'looked after children' are defined as looked after children 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.

Siblings

When we use the oversubscription rules, 'siblings' means; brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit.

Only siblings attending the school at the time of the child's proposed admission will be given a higher priority in the oversubscription rules.

Schools that 'Feed' into Thorpe St Andrew School and Sixth Form

The Admissions Policy follows the previous Norfolk County Council policy of the identification of primary schools which feed into the school (please see list on Page 2).

Education Health and Care Plans (EHCP) / Statements of Special Educational Needs

Where a child's EHCP or Statement of Special Educational Needs names a specific school, the school must admit the child regardless of whether the school has a place available.

Disability

Disability will be defined using the definition contained in the Equalities Act 2010.

Random Allocation

Where random allocation is used to determine the allocation of school places, applicants will have their names drawn by lots to see who should be offered the place(s). There will be an independent scrutiny of the random allocation.

Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. The Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group. Also taken into account will be the views of the Headteacher/Principal of the school. When informing a parent of the decision on the year group the child should be admitted to, the Trust will set out clearly the reasons for the decision.

Where there is agreement to a parental request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (for example the age group to which students are normally admitted to the school) the Trust will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Guidance for In Year Admissions

It is generally agreed that it is in the best interests of children and schools for school transfers to take place at the beginning of a new term. Where a parent makes an application to change their child's school during the school year it will only be considered by the Trust in line with the following timetable:

- 31 October for a transfer to take place at the beginning of the spring term (after Christmas)
- 28 (29) February for a transfer to take place at the beginning of the summer term (after Easter)
- 31 May for a transfer to take place at the beginning of the autumn term (the beginning of a new school year). Decisions regarding preference(s) will be sent out before the end of the summer term. Applications received after 31 May will be considered after all on time applications. Late applications will be processed until 3 July. After 3 July applications will be processed after 31 October. Where possible decisions regarding late applications will be sent out before the beginning of the new school year.

In all instances, the over subscription rules apply with the exception that there will be no feeder school priority.

If a parent believes there are exceptional reasons why their child should move immediately they should provide them to the Trust, in writing, along with the appropriate supporting documents and they will be considered by the admission authority for the school.

This guidance does not apply where a family has moved a significant distance from their previous home address which makes travel to their current school unreasonable. In this case the Trust will process the application as soon as it is received.

Please note the following:

1. Where a child is currently attending a school in the independent sector and notice to leave has been given to the school, the application will be considered for admission at the beginning of the following term to ensure continuity of education. Written confirmation of notice will be required.
2. Where medical reasons are given, a letter from a relevant medical professional will be required to support the application.
3. If parents are currently home educating and want to access a school place it will only be considered for an immediate transfer where home education has been disallowed (evidence required).
4. Where issues with the current school such as severe bullying are given as the reason for a transfer, the Trust will require evidence to corroborate parents' reasons. An immediate transfer will only be considered where the current school confirms that there is no further action that can be taken to resolve the problems.

In all cases the Admission Team will contact the current school to advise that an exception to the ***In Year*** policy is being sought and the reason for a move of school.

Under no circumstances should parents withdraw their child/children from their current school before an alternative school has been offered.

If parents are concerned about any aspect of their child's schooling they should first raise the issue with the child's Class Teacher (primary school) or Head of House/member of the Pastoral Team (secondary school). If the matter remains unresolved parents should approach the Headteacher/Principal who may wish to discuss the reasons for requesting a school transfer and be given the opportunity to resolve the issues.

We will not process a request for an exception to the ***In Year*** policy if parents have not raised the issues they are concerned about with the current school and provide the evidence of this.

The Right of Appeal

Admission Appeals

If the request is refused parents have the right of appeal to an independent panel. Appeals are heard by school admission appeals panels which act independently of the Trust. If the preference is refused, information about how to appeal will be sent to parents with a refusal letter.

Parents will be advised in reasonable time when and where the appeal will be heard. At least seven working days before the appeal parents will be sent a written summary of the case for refusing their child a place. Parents are encouraged to attend the appeal in person. The appeal will be heard in private and if parents wish they may bring a friend, relative or representative. It is for the parent to decide if they would like to bring their child to the hearing. If parents do not attend the appeal hearing, a written appeal case will still be considered by the panel.

At the hearing there will be three panel members who make the decision and a clerk who will record the proceedings and advise on law and procedure. The Trust will also be represented and will give the reasons for not meeting the preference. Parents will be given the opportunity to explain to the panel the reasons why they wish for their child to attend the school.

The panel will firstly decide whether the admission authority has shown why it cannot admit more children and if so, will go on to consider all the points parents have made. The panel's decision is based on balancing the needs of the child against the effect of admitting another child. Wherever possible parents will be told the decision by telephone by the next working day and a letter will be sent within seven days explaining the decision and reasons for it.

All admission appeals panels act independently and their decisions are binding on everyone. There is no further right of appeal to the panel for a place in the same academic year unless there is a significant change in circumstances. This would include a new medical problem or a house move where this was not known about and considered at the original appeal hearing.

The Local Government Ombudsman can investigate complaints of maladministration. Parents will be given further details about this if the appeal is unsuccessful. Parents should complain to the Ombudsman within twelve months of when they first knew about the matter they wished to complain about.

