



ADMISSIONS POLICY

A BROAD HORIZONS EDUCATION TRUST POLICY



Admissions Policy	T38
Owner:	Trust Ed
Approved by Trustees	9/22
Review date	9/23
Version	1

Broad Horizons Education Trust Admissions Policy (other than Eaton Hall and Bure Park Specialist Academies)

Broad Horizons Education Trust follows the Norfolk County Council guidelines through Enrol, the Council's online portal www.norfolk.gov.uk/admissions Enrol allows parents of children living in Norfolk to apply to start school or to transfer to Junior or Secondary schools at the designated times. (Please see contact details below of neighbouring County Councils if you do not live in Norfolk.)

Please Note: If this is the first time you have used Enrol you will need to create an account ("Create account" link above) before you can state preferences for your child(ren) otherwise you can log in to an existing account using the log in details previously used. If you are unable to log in to an existing account, please create a new one.

You can return to Enrol at any time using the 'Login' button through the above link.

Please do not complete a paper application if you apply for admission online.

For transfer to junior school you will not be able to select a Primary School using this application system unless the Primary School has an additional point of entry to Year 3. There is not normally a point of admission to Year 3 at Primary Schools. You will need to complete a paper application or email us with the full details of your request including your child's name and date of birth.

You are strongly encouraged to consider the admission arrangements before stating your preferences. These are detailed in our current Parents guides which are available online at www.norfolk.gov.uk/admissions from September each year.

You can check your catchment area at www.whereilive.norfolk.gov.uk. Once you've located your property scroll down to "School Catchments Future" (for 2018/19 catchment areas)

Please note this portal cannot work in Internet Explorer 7, or when using later versions of Internet Explorer with the 'compatibility view' setting turned on. You will need to update your browser, disable the 'compatibility view' for this site or use an alternative browser. Enrol: Online School Admissions Website.

NOTE: Once admission rounds have closed, late applications can only be submitted via a paper application form. Please include reasons why the application is late.

If you have any questions regarding admissions or wish to give feedback on Enrol - please email to: admissions@norfolk.gov.uk

Neighbouring County Council - Contact Information

Cambridgeshire County Council, Castle Court, Shire Hall, Cambridge, CB3 0AP

Phone: 01223 699200 Web: <http://www.cambridgeshire.gov.uk/admissions>

Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YQ

Phone: 01522 782030 Web: <http://www.lincolnshire.gov.uk/schooladmissions>

Suffolk County Council (North), Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

Suffolk - Phone: 0345 600 0981 Web: www.suffolk.gov.uk/admissions

Using a tablet/smartphone? Access the menu items including the 'Create Account' and 'Login' links using the menu in the top right hand corner

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1. School Status

Thorpe St Andrew School and Sixth Form

Published Admission Number: 300

Address: Laundry Lane

Thorpe St Andrew

Norwich

Norfolk

NR7 0XS

Telephone: 01603 497711

Website: www.thorpestandrewschool.org.uk

Admissions Enquiries: 01603 497721 office@thorpe-st-andrew.norfolk.sch.uk

Number on Roll July 2022: 1859

2. Introduction

All Broad Horizons Trust schools are part of the Norfolk County Council in-year coordination scheme. Further information (including the In-Year Coordination Scheme) can be found at:

<https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements>

Thorpe St Andrew School and Sixth Form is an academy and the Trustees are the admissions authority. The Trust will admit children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) which names the school.

Admissions to Year 7

Should the school receive more applications than the published admission number (310), the following oversubscription criteria will be used:

Oversubscription 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 (the Catchment Area – see below).
3. 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).
4. Children who attend a school which is a named feeder school.
5. Children who live outside the area served by the school.

If oversubscription occurs under any of the criteria, 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.

Named Feeder Schools

Dussindale Primary School

Hemblington Primary School

Hillside Avenue Primary and Nursery School

St William's Primary School

Brundall Primary School

Blofield Primary School
Little Plumstead VA Primary School

3. Information on Oversubscription Rules

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 schools listed below are all contained within the overall catchment area for Thorpe St Andrew School and Sixth Form:

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

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, as attendance at one of the above schools only gives priority if it is one of the three named feeder schools.

The following information and definitions apply to all schools in Broad Horizons 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 and Previously Looked After Children

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. '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.

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.

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. In order to seek admission outside a child's normal age group, parents should contact the school as soon as possible. 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.

Sixth Form Admissions

The school is keen to encourage applications from students at Thorpe St Andrew School and Sixth Form and from other schools and colleges. All applications will be considered and applicants offered advice on course choices. Increasingly we are attracting applicants to the Sixth Form from other schools. The school reserves the right to refuse entry to the Sixth Form.

4. 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. Please refer to Appendix 1.

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.

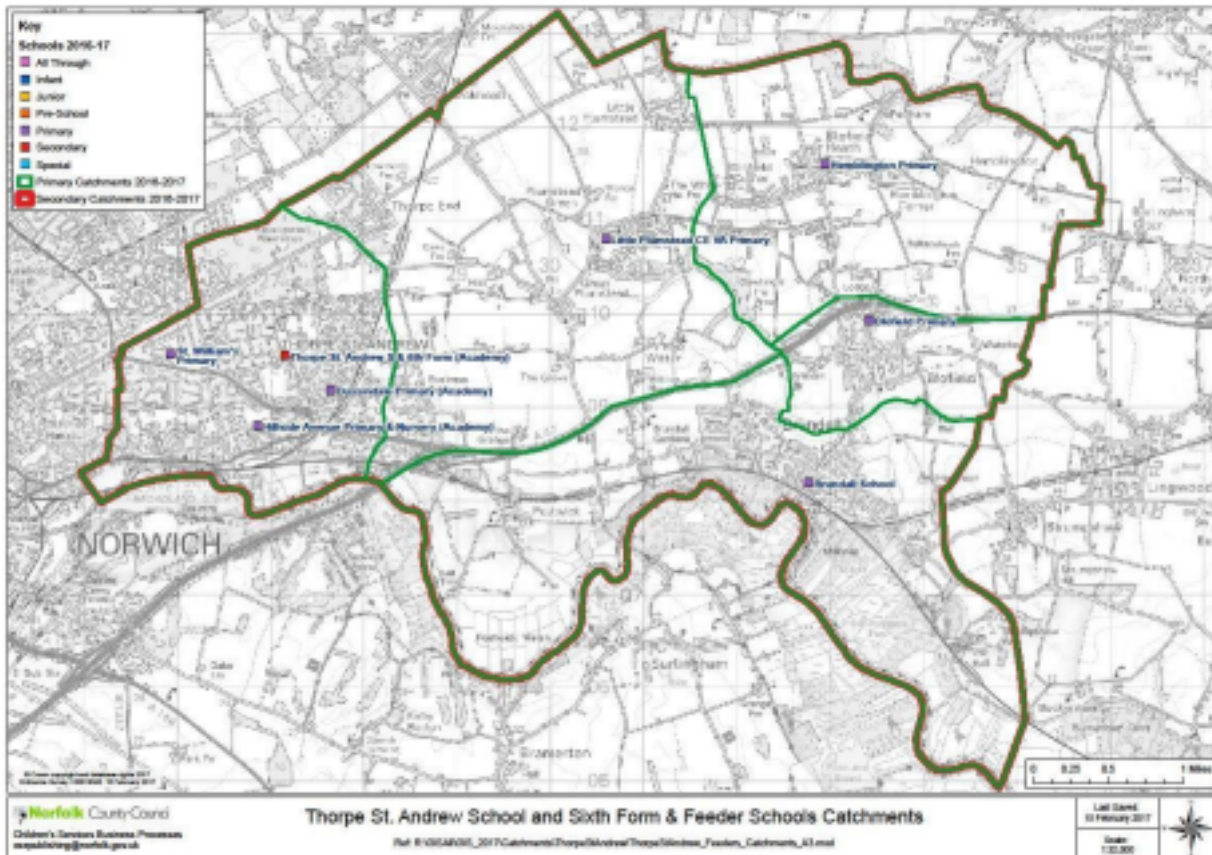
At the hearing there will be three panel members who make the decision and a clerk who will record the proceedings and advise on law and procedure. The Trust will also be represented and will give the reasons for not meeting the preference. Parents will be given the opportunity to explain to the panel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

5. Map



Appendix 1

FURTHER INFORMATION IN SUPPORT OF AN APPEAL

(PLEASE COMPLETE THE FIRST PART OF THIS FORM IN BLOCK CAPITAL LETTERS USING BLACK INK)

FULL NAME OF CHILD	
DATE OF BIRTH	
NAME OF PARENT(S)	
ADDRESS	
CONTACT TELEPHONE	
CONTACT EMAIL	
CURRENT SCHOOL	
ALLOCATED SCHOOL	
PREFERRED SCHOOL	

I have given notice of my intention to appeal against the decision of the Governing Board not to comply with my wish for my child to attend my preferred school stated above. The reasons for my appeal are detailed below. I certify the details on this form are an accurate account of this child's current situation.

Signed: _____ Date: _____

Please detail below your reasons for your appeal. You may use or attach separate sheets if required.

My reasons for appeal are:

**Continue overleaf as necessary
(Please continue on separate sheets if necessary)**