



# ADMISSION POLICY

This policy was approved by the Local Governing Body on:	Insert date of LGB meeting
The policy owner is:	Acle Academy
This policy will be reviewed by the Local Governing Body in: (unless earlier review is recommended by the Trust)	Spring 2017
Policy Version/date:	Spring 2015
Signed by the Chair of the Local Governing Body:	Name and signature
Ratified by the Board of Trustees	Insert date
Signed by the Chair of Trustee Board	Name and signature

## **POLICY FOR THE ADMISSION OF STUDENTS**

**The school is a co-educational Comprehensive for 11 to 16 year old students with one admission age group at age 11.**

### **Admission Criteria**

Students will be admitted at age 11 without reference to ability or aptitude.

The current approved admission number is 142 students (set in January 2005)

A parent must have expressed a clear and positive preference for Acle Academy (using the appropriate Children Services – Education, preference form and return it to the Admissions Department at County Hall, by the first published date each year).

Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below:

1. A student who holds a statement of Special Education Needs and the school is named under Part 4 of the statement.
2. A student who is in the care of the local authority or provided with accommodation by that authority, being designated a 'looked after child'
3. The student is in the relevant age group which normally transfers from primary to secondary school and is living within the parishes served by the school (as per the attached list); first priority being given to siblings at the time of application.
4. Where (at the point of transfer) a student has a brother or sister currently attending the school, who is living at the same address.
5. Students of the appropriate age group living outside the designated catchment area, but attending a primary school within the designated catchment area (as defined under 3 above, but living closest to the school).
6. Those of the appropriate age group not living in the designated school catchment area (defined under 3 above, but living closest to the school).
7. Those wishing to transfer to the school at a different age from the normal transfer arrangement.
8. Other applications (including late applications or no preference expressed).

If all students 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 the rule. To determine who lives nearest, distance will be measured 'as the crow flies'.

While there is recognition of the standard admission number, the school will make every effort to accommodate students who express a clear preference for Acle Academy and fulfil the criteria.

Admission at ages other than 11 years will be based: -

1. Application of the school's admission criteria and the ability to accept students into appropriate existing groups without prejudice to the provision of efficient education or the efficient use of resources at the school.
2. That the student has not been previously excluded from two schools (one of which was in the last 12 months).

**Please note:**

In line with Norfolk County Council Policy, Acle Academy expects transfers to take place at the beginning of term. If you want to move your child to another school mid-year, we will only consider such requests after each half-term and will let you know the outcome by the end of the term. If you tell us you want to move after the half-term break, we will not consider it until the second half of the following term. The only exception to this is if you move into a new catchment area and your child's current school will be more than three miles away.

**Procedure**

1. All initial applications will be directed to the Admissions department at County Hall, using the appropriate forms.
2. Details of all application will be received from the Admissions Department, by March (for a September start).
3. If applications exceed the number of places, and the school is unable to accommodate the identified number, a school admissions panel will be established, who will apply the admission criteria as listed above. The admissions panel will consist of the Headteacher and two governors.
4. Should an application not be accepted, each parent will be informed of the independent appeals process available to him or her. The independent appeal panel is coordinated by Democratic Services at County Hall, who operate the process and the panel's decision is binding on all parties.

The panel will work to the DfE guidelines and Code of Practice on admission appeals. The Clerk will provide parents with appropriate guidance on the process in order that they feel able to prepare for any meeting of the Committee.

Applications received either direct or via the Admissions department at County Hall, that reach the school after the first published date will only be considered at the end of the initial round of admission panel and possible resulting Appeals Committee hearings.

5. The school will not hold a waiting list of pupils for any year group.

The Norfolk LA has provided a list of parishes/hamlets that are traditionally served by Acle Academy:

Acle	Lingwood
Beighton	Limpenhoe
Berney Arms	Moulton St Mary
Billockby	Panxworth
Buckenham	Ranworth
Burgh St Margaret	Reedham
North & South Burlingham	South Walsham
Cantley	Southwood
Clippesby	Strumpshaw*
Fleggburgh	Tunstall
Freethorpe	Upton with Fishley
Halvergate	Wickhampton
Hassingham	

\*It is noted that the majority, but not all of Strumpshaw is served by Acle Academy.

This list is provided as a guide to parents, but should not deter any approach to the school.

#### Contact Details for Admissions at Norfolk County Council

School Admissions  
 Norfolk County Council  
 County Hall  
 Norwich  
 NR1 2DH

0344 800 8020