



# Open Academy

## Policy for Pupil Transfer to Secondary Academy

**2025-2026**

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### Summary of Changes

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## **1. Introduction**

### **Our Christian Ethos and Values**

All policies within the Diocese of Norwich Education and Academies Trust (hereafter referred to as “the Trust”), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

We have high ambition for all, and we truly value the wider educational experience.

We walk and talk our Christian values. We put people at the centre of the organisation and want to see them flourish and grow. Our schools are inclusive, welcoming those of all faiths and none.

### **Overall accountabilities and roles**

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governing Body and the Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust’s policies.

Open Academy (hereafter “the academy”) is an academy within the Diocese of Norwich Education and Academies Trust. The Trust is the Admissions Authority for the academy and is committed to considering all applications fairly and equally. In line with the Trust’s Scheme of Delegation the Trust and the Headteacher/Principal are responsible for consultation, application decisions and for administering any appeals. All admissions are made through the process coordinated by the relevant Local Authority.

This Admissions Policy is subject to a statutory public consultation and conforms to the Schools Admissions Code 2021 and the Schools Standards and Framework Act 1998, as revised by the Education Act of 2002. The policy should be read in conjunction with admissions documentation provided by your home Local Authority. The Trustees of DNEAT and Local Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation.

This policy references guidance from both Norfolk and Suffolk County Councils as these will be the appropriate Local Authorities for the vast majority of parents [see Appendix 1 for definition of parent] applying for places in academies within the Diocese of Norwich’s boundaries which extend beyond the county of Norfolk and include parts of Suffolk.

## **2. Procedures for admissions**

Admissions to all DNEAT academies are made through the process led by Norfolk or Suffolk County Council’s admission team (see section 5 below for web links to the guidance). This policy gives you details of how to apply for admission to the academy as well as the admission principles followed by the academy as set out by DNEAT. The procedures relating to each type of admission are set out in the relevant section.

## **3. Policy principles**

We seek to be an inclusive academy, welcoming children from all backgrounds and of all abilities and this admissions policy reflects this. A child’s level of achievement or specific needs are not a barrier to admission to the academy.

Once a place has been offered, we will seek to discuss children and their individual needs with parents before they are admitted to the academy and seek to make any reasonable adjustments to accommodate all children.

We seek to follow all relevant legislation regarding admissions, including in the setting and application of our over-subscription criteria (see section 6).

We believe that ideally each child should be admitted to the school of their parents' choice. However, the school buildings cannot accommodate an unlimited number of children and excessive class sizes are detrimental to the education of the children in the class. The Published Admissions Number for **Year 7** in this school is 110. The academy will not usually admit children into classes if their admission would cause the class size to increase above legal or practical limits, or the Published Admissions Number to be breached.

#### **4. Transfer to Secondary School 2025-26**

The transfer to secondary school application process opens on 9 September 2024 and closes on 31 October 2024.

If your child is in their last year at a primary or junior school, you must apply for a place in Year 7 at a secondary school via the relevant Local Authority. Places are not reserved for those who do not apply.

#### **5. How parents can apply for their child to be admitted to Year 7 of our academy**

Parents can apply online or by using a paper-based application form.

Completed paper application forms should be returned to  
The Admissions Team, Children's Services, Norfolk County Council, County Hall, Martineau Lane,  
Norwich, NR1 2DH  
Or for Suffolk residents  
The Admissions Team, Children's Services, Suffolk County Council, Endeavour House, 8 Russell Road,  
Ipswich IP1 2BX

Parents can apply online, and find further information, at:

Norfolk – <https://www.norfolk.gov.uk/admissions>

Suffolk - <https://www.suffolk.gov.uk/admissions>

Transfer to secondary school timetable 2025/26

- Round opens – 9 September 2024
- Round closes – 31 October 2024
- National Offer Day when school place decisions are made available – 1 March 2025 (or next working day)
- Appeals closing date – 22 March 2025
- Mini admission round to consider changes – 3 April 2025
- Appeals hearings – May/June 2025
- Waiting lists maintained until 31 December 2025

#### **6. Admissions oversubscription criteria**

A child who has an Education Health and Care Plan naming the school or academy is required to be admitted.

Where the Academy is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order of priority.

1. Looked after children (children in care) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted, who are due to transfer.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

2. Siblings of children already at the school (but not the Sixth Form) living in the catchment area, who are due to transfer [for the definition of sibling and catchment area refer to items 2 and 3 in the *definitions* section of the Appendix 1]
3. Children who are resident within the catchment area of the school and due to transfer [for explanation of resident refer to item 2 in the *clarifications* section of Appendix 1. For explanation of catchment area refer to item 3 in the *definitions* section of Appendix 1].
4. Children who are eligible for the service premium and due to transfer. A pupil 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. Siblings of children already at the school (but not the Sixth Form) at the time of admission living out of catchment who are due to transfer [for definition of sibling and catchment area refer to items 2 and 3 in *definitions* section of Appendix 1].
6. Children who are due to transfer who live outside the catchment area and attend a feeder school at the opening date of the admission round.
7. Children of staff where:
  - I. a 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
  - II. the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage.
8. Children who are due to transfer and live outside the area served by the school who attend a school within DNEAT at the opening date of the transfer round.
9. Children who are resident out of the catchment area of the school and due to transfer [for explanation of resident and catchment area refer to items 2 and 3 in the *clarifications* section of Appendix 1].

In the event of the having to use a tie-break to distinguish between two or more applications of equal strength, the child living the **shortest distance** from home to school in a straight line as the crow flies route should have priority [for explanation of shortest distance refer to item 4 in the *clarifications* section of Appendix 1].

If the Academy or Trust's decision is not to grant a place for your child, you have the right to appeal against

its decision. You will be sent information on how to appeal.

All unsuccessful applicants are placed on a waiting list that is maintained in the rank order of the oversubscription criteria (taking into account the distance tie-break if appropriate). This does mean that the position of applicants on the list could change during the lifetime of the waiting list. If, at any time, the number of pupils to be admitted falls below the PAN then the available place(s) will be offered to the applicant(s) at the top of the waiting list. This waiting list ceases to be valid on 31 December 2025.

## **7. In-year applications and applications to other year-groups (see section 10 for Sixth Form)**

The Governors follow the accepted procedures agreed with Norfolk County Council/Suffolk County Council in considering applicants at all other times of the year. The PAN of 110 per year group, as well as the upper limit on class sizes, is maintained (as far as possible) throughout the school. Governors apply the oversubscription criteria where necessary. No waiting lists are maintained for year groups other than Year 7.

The following process applies for in-year application:

1. Applications are not normally considered more than one term ahead of the date the place is required and only one application per school year is allowed. For full details of the process please refer to the relevant Local Authority's website.
2. Parents wishing to transfer their children from one school to another where there is no change of address should, in the first instance, discuss the matter with the Headteacher/Principal of their current school before applying for another school or academy. (see also item 8 below)
3. Parents who wish to make an in-year application for a place at a Norfolk academy should contact Norfolk County Council who will consult with the Academy and offer the place if one is available.
4. When a place becomes available in a year group that has been full at this academy, any applicant refused a place for that school year in the last 15 school days and any applicant for whom an appeal has been lodged and is still to be heard, will be considered alongside any new applications. The place will be offered to the pupil ranked highest in accordance with the oversubscription criteria. The Academy is responsible for recording recent applications within the 15 school day period and managing this part of the process.
5. All applications will be processed by Norfolk County Council within 15 school days and the decision communicated by writing.
6. If the number of applications exceeds the number of places available the Local Governing Body will use the published oversubscription criteria (see section 6) to determine the offer of places. Any unsuccessful applicant has the right to appeal the decision to an independent panel and details of how to do this will be included in the decision letter.
7. When an offer of a place is made and the child already has a place in a local mainstream school, Norfolk County Council will offer the place from the start of the following term. The child will remain on roll at the previous school until they take up the place at this academy.

## **8. Appeals process**

If the decision is not to grant a place for your child, you have the right to appeal against this decision. You

will be sent information on how to appeal. Annual Admission round appeals must be heard within 40 school days. In-year appeals must be heard within 30 school days. There is no deadline for the submission of appeals which are independently administered by the Local Governing Body.

Unsuccessful applicants and appellants who are still unable to secure a place at this academy may only submit a fresh application if there has been a significant change in the circumstances of the parent, child or school, for example a house move.

If there is no significant change in circumstances, you can make another application for the following academic year but this will not normally be considered more than one term ahead of the date when you want your child to start at the school.

## **9. Children out of year group**

It is expected that children will normally be educated within their chronological year group. However, the Local Governing Body, on behalf of DNEAT, will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code 2021. A request for admission out of year group can only be considered where the school has places available.

The admissions authority, DNEAT, has delegated authority for this type of admission to this academy's Local Governing Body. You can make a request to the Local Governing Body in writing. This will need to include, where relevant, any supporting evidence. The Local Governing Body will make a decision on the request, taking into account the views of the Headteacher.

The academy will write to you with the outcome including the reasons for the decision. If the request is refused, you should be given the details of how to complain to the school.

## **10. Admissions to the Sixth Form**

The Academy will maintain an open Admissions Policy and will work closely with students to offer them the most appropriate courses. Students wishing to study all level 3 courses will need 5 grade 4s and above at GCSE, with certain courses requiring a 6. A grade 7 will be required to study Mathematics A level.

Those wishing to study a blend of level 2 and 3 courses who have less than 5 grade 4s will be considered on a case-by-case basis.

The Academy will offer both 2 year and 1-year courses in the Sixth Form and so there may be places available in year 13 for 1-year courses, depending on the number of students choosing to take a 1-year course in Year 12.

Those students who do not achieve a 4 in English and/or maths will be required to take the GCSE or an alternative offered at the Academy.

All students will be interviewed.

The maximum admission number for the Sixth Form will be 110 students excepting Football Academy students. The Academy will accept external students up to that figure in Years 12 and 13 minus the number of the Academy's own students who wish to progress to the Sixth Form and have the appropriate qualifications.



If the Sixth Form is oversubscribed, the oversubscription criteria in section 6 will be used to determine which external students to admit. If all 110 of the Academy's own Year 11 students wish to progress, they will be admitted to the 6th Form.

Any internal or external students refused progression or admission to the Sixth Form, have a right of appeal to the Local Governing Body and you will be sent information on how to appeal.

## **11. Monitoring and review**

This policy will be reviewed by DNEAT and provided to academies and Local Governing Bodies annually but, in accordance with the School Admissions Code 2021, will only be subject to public consultation every seven years unless changes are proposed (other than the correction of closing dates and definitions of school years).

Consultation will last for a minimum of six weeks and will take place between 1 October and the 31 January of the year before the arrangements are to apply (e.g. for a policy to apply to applications in 2024 – for admission in September 2025 onwards consultation must be completed by 31 January 2024).

This consultation allows for Parents, other Schools and Academies, the Diocese, Local Authority and the local community to raise any concerns about the proposed admission arrangements.

## Appendix 1

### Definitions:

1. Parent is defined as all people with parental responsibility for the child, including legal guardians.
2. Sibling: Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the sixth form.

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

3. Catchment area: All DNEAT's academies prioritise children living in the local area and within the Admissions Policy this is described as the school catchment area. Detailed information regarding catchment areas is available at [www.wherellive.norfolk.gov.uk](http://www.wherellive.norfolk.gov.uk) or [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

### Clarifications:

1. The applicant for admission must be the parent or legal guardian of the child for whom admission is sought.
2. "Ordinarily resident" we define as the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week, excluding weekends and school holidays. Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

We will consider Gypsy, Roma and Traveller children moving into an area as 'Resident' in that area when they apply for a school place.

3. We will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically by the LA using data provided jointly by the Post Office and Ordnance

Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

In the unlikely event of two or more applicants living the same distance and competing for a single place, lots will be drawn by someone independent of the school to determine the successful applicant.

4. Multiple births – if the final place at the Academy is offered to a twin/triplet etc. and the remaining sibling(s) would ordinarily be refused a place, the Governors will offer places to the remaining sibling(s). It is not the Governors policy to separate twins/triplets etc. even when their admission would breach infant class size legislation.
5. “Shared Responsibility”. In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address (see clarification note 2 above). This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.