

# Admissions Policy

(For admission year 2026/2027)

Reviewed	GYS
Committee to Review	Local Governing Body
Ratification date by Trustees	Autumn Term 2024
Review Due	Autumn Term 2025

## **AIM**

This document sets out the admission arrangements for Taverham High School for 2026/27, which are based on the arrangements found in Annex B of the Funding Agreement between Taverham High School and the Secretary of State for schools.

Aside from these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy.

## **ELIGIBILITY**

The number of places in Year 7 available in 2026/2027 academic year will be 220. Applications for September 2025 entry should be made via the Norfolk County Council's coordinated admissions scheme and in accordance with the timetable below. Applications can be made online during the transfer rounds at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk)

## **SCOPE OF THE SCHEME**

Students transfer to this school at the end of Year 6, when they are 11+.

Whilst most of our students come from our traditional catchment area of Taverham, Drayton, Thorpe Marriott and Ringland, we welcome applications from parents beyond these areas.

If there are more requests for places than places available, the Governors will admit children in the following order of priority:

If there are more requests for places than places available, the Authority will admit children in the following order of priority:

1. children with an Education, Health and Care Plan or Statement of special educational needs naming the school;
2. children in public care, have been adopted from public care or adopted from abroad who are due to transfer;
3. children who are due to transfer and live in the catchment area;
4. children who are due to transfer and live outside the catchment area, who have an older brother or sister attending the school at the time of admission (but not the sixth form);
5. 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 i.e. 11 September 2025
6. children of staff at the school:
  - a) where the 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
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage for children who are due to transfer and live outside the catchment area;
7. children who are due to transfer and live outside the catchment area.

If all children 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 that rule. 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 authority will use random allocation to determine the priority for the remaining place.

The pupil admission number (maximum intake) for 2026/2027 is 220, per year group.

In-year applications – the Academy will consider all such applications and if the year group applied for has a place available, admit the child. The Academy will participate in Norfolk County Council's 'In year Admissions' and the 'Norfolk Fair Access Protocol'. Where there are more applications than places the above over-subscription rules will be used to prioritise available places (rule 5 will not apply as pupils seeking in-year admissions will not be currently attending a feeder school).

### **Monitoring**

This policy follows 'Norfolk's Fair Access Protocol' and will be reviewed by the Full Governing Body on an annual basis.

### **Applying for a school place**

The process of application will follow that set out by Norfolk County Council's process. Please refer to Norfolk County Council's 'A parents' guide to admissions to schools in Norfolk' at [www.norfolk.gov.uk/admissions](http://www.norfolk.gov.uk/admissions) or apply online at [www.admissionsonline.norfolk.gov.uk](http://www.admissionsonline.norfolk.gov.uk)

Any parent seeking a place for their child out of their chronological age group will need to apply in writing to the local authority. The admission authority for the school must consider the circumstances of each case. Where the application is accepted the child will be considered alongside all other applicants. Where the application is refused the parent will be offered the right of appeal unless a place can be offered in another year group.

### **The right of appeal**

The school follows the Norfolk County Council's admission appeals process and an appeal will be heard by a school admission appeals panel which acts independently of the authority. The Local Government Ombudsman can investigate complaints of maladministration.

The Office of the Schools Adjudicator (OSA) will consider objections to the Academy's admission arrangements if you do not consider the arrangements comply with the 'School Admissions Code' or other legislation relating to school admissions. Certain exceptions apply as set out in paragraph 3.3 of the Code. Objections should be submitted to: [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk)

## **NORFOLK ADMISSION ARRANGEMENTS 2026/2027**

### 2026/2027 ADMISSIONS CO-ORDINATION TIMETABLE

- **11 September 2025** – Admission round opens. Letters and application forms distributed to schools and given to Year 6 pupils
- **31 October 2025** – All applications must be received by NCC by this date
- **03 February 2026** – Coordination scheme applied. No changes can be made to applications after this date
- **2 March 2026** – Offer day. Parents sent letter, telling them at which school their child has been offered a place
- **27 March 2026** – Closing date for appeals and late applications
- **01 April 2026** – Mini admission round. All late applications are considered on this date
- **May/June 2026** – Appeal hearings
- **31 December 2026** – All waiting lists cease to be held.