

Admissions Policy

(For admission year 2025/2026)

Reviewed	RHR
Committee to Review	Full Trustees
Ratification date by Trustees	Spring Term 2024
Review Due	Autumn Term 2024 (Latest Spring 2025)

AIM

This document sets out the admission arrangements for Taverham High School for 2025/26, 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 2025/2026 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.

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 Trustees 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 2024
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 2025/2026 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 Trust Board 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 or apply online at 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

NORFOLK ADMISSION ARRANGEMENTS 2025/2026

2025/2026 ADMISSIONS CO-ORDINATION TIMETABLE

- **11 September 2024** – Admission round opens. Letters and application forms distributed to schools and given to Year 6 pupils
- **31 October 2024** – Round closes
- **05 December 2024** - All applications must be received by NCC by this date
- **03 February 2025** – Coordination scheme applied. No changes can be made to applications after this date
- **3 March 2025** – Offer day. Parents sent letter, telling them at which school their child has been offered a place. Parents applying online will receive an email with the information. Parents will also be able to access their account at www.admissionsonline.norfolk.gov.uk
- **21 March 2025** – closing date for late applications
- **28 March 2025** – closing date for appeals
- **3 April 2025** – Mini admission round to contract changes.
- **22 April 2025** – late appeals closing date
- **May/June 2025** – Appeal hearings
- **31 December 2025** – All waiting lists cease to be held after this date.