

# SHERINGHAM HIGH SCHOOL

ADMISSIONS POLICY  
ENTRY SEPTEMBER 2020



Updated September 2018

**NORTH NORFOLK ACADEMY TRUST**



## **A. PURPOSES OF THE POLICY**

The admissions policy will:

- Reflect and sustain the values of the NNAT,
- Promote equal opportunities and inclusivity,
- Ensure all applicants for admission are treated equitably,
- Meet legal obligations and duties,
- Acknowledge the community nature of the Trust and also Sheringham High School's role in serving children outside its official catchment.

## **B. PURPOSES OF THE PROCESS**

The process for admissions is designed so that:

- It is clear and transparent,
- Parents find it easy to work with and feel supported through it,
- Parental confidence in the Trust is enhanced,
- It best meets the aspirations of parents,
- The admissions process is completed efficiently,
- Offers are focused on those who genuinely want a place,
- Liaison with all Authorities is effective,
- It encourages admission at each point of entry.

## **C. THE ADMISSIONS PROCESS**

- Sheringham High will determine its PAN in the autumn term for admission offers made in Spring, 18 months later. The figure set will not be for the Multi Academy Trust as a whole but for each school within it.

For admission in September 2020 the PAN has been established for Sheringham High at:

- 134 for entry at Year 7;

- 50 in Year 12 (NB. The PAN for sixth form refers to the maximum number of students accepted excluding those from Sheringham High School.)

- Sheringham High School reserves the right to make offers above PAN if this is considered necessary to more effectively meet parental preferences.
- The criteria for allocation of places are, therefore, in order of priority:

1. Looked after and previously looked after children: a looked after child is a child who is in the care of a Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children Act 1989). Previously looked after children are those who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

2. Children with medical needs for whom advice from a medical practitioner or psychologist has been provided in support of admission to the school.

3. Catchment: children living within the School's defined catchment as defined: Baconsthorpe, Beeston Regis, Bodham, Bodham Street, Edgefield, Edgefield Green, Hempsted, High Kelling, Holt, Kelling, Letheringsett, Plumstead, Salthouse, Sheringham, Upper Sheringham, West Beckham, West Runton & Weybourne.

4. Siblings: pupils whose brother or sister attends the school and are expected to continue to do so in the following school year. This also includes half-brothers/sisters and unrelated children living together as part of one household.
5. Partner/feeder primary schools: pupils not resident within the catchment area but attending a primary school within it. Partner primary schools are:  
Holt Community Primary School, Kelling Church of England Primary School, Sheringham Community Primary School.
6. Pupils who attend associate partner schools in the Trust.
7. Children of staff members: provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.

If there are more applications than places, then places will be offered on the basis of distance: all other pupils based on distance from the school measured using an Ordnance Survey address point system which measures straight line distances in miles from the School to the place of residence.

- Late applicants will be considered after offers have been made using the above criteria.
- The admissions criteria apply regardless of the Local Authority area in which pupils live. If a child lives at more than one address full details of the arrangements must be included on the application form to enable Governors to decide which address to use for admission purposes.
- Where the School can accommodate some but not all pupils qualifying for one of the preceding criteria priority will be given to pupils having regard to the subsequent criteria.
- If the School/Trust is named in a statement of educational needs/ Education, Health & Care plan the Governors will admit the child to the school as required.
- Proof of address and residency may be required and the Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.
- The Trust will meet in full the requirements of the School Admissions Code which is attached to this policy as Appendix 2 (school admissions code).
- The Academy Trust will ensure that an Independent Appeals Panel is trained to hear admission appeals in accordance with statutory requirements. Full details of the appeals process will be forwarded on request.
- In matters relating to admissions, parents can get advice from the website of the Admissions Teams of the relevant Authority (at Norfolk County Council: [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.uk) or 0344 800 8020). The department of Education also provides a range of information on its website : [www.dfe.gov.uk](http://www.dfe.gov.uk)
- Objections to the Admissions Policy will be considered by the Schools Adjudicator on behalf of the Secretary of State. The Academy Trust will abide by any decisions made.
- The Academy Trust will take part in any mandatory Admissions Forum set up by the Local Authority (LA) in which it is situated and have regard to its

advice, and will participate fully in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.

## **D. SCHEDULE AND PROCESS FOR ADMISSION**

As a Multi Academy Trust including a sixth form, a policy of having formal points of admission into Y7 and the Sixth Form is operated.

### **Schedule for admission to Y7**

September

Information is made available for parents by the relevant Local Authority, inviting a parental statement of preference of secondary school. Parents should apply on-line but hard copies of applications are available on request.

October

Preference Forms are to be submitted to the relevant Authority by the given date.

March

The Authority advises parents whether their application has been successful and informs unsuccessful applicants of their right of appeal. Parents who do not initially receive an offer are advised always to lodge an appeal and are automatically included on a waiting list. Places will be allocated as they become available using the same criteria as for the initial allocations.

### **Sixth Form entry arrangements**

The Academy has a PAN of 50 for admission into Year 12, though reserves the right to admit over PAN in order to meet parental preferences. (NB. The PAN for sixth form refers to the maximum number of students accepted excluding those from Sheringham High School.)

In the event of oversubscription places will be allocated using the following criteria:

1. Looked after and previously looked after children: a looked after child is a child who is in the care of a Local Authority or provided with accommodation by that Authority (as defined in Section 22 of the Children Act 1989). Previously looked after children are those who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children with medical needs for whom advice from a medical practitioner or psychologist has been provided in support of admission to the school.
3. Pupils who attend associate partner schools in the Trust.
4. Children of staff members: provided they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Distance: all other pupils based on distance from the school measured using an Ordnance Survey address point system which measures straight line distances in miles from the School to the place of residence.

For admission to the Sixth Form in The School, students should normally have attained GCSE passes at grade B or above in the subjects they wish to study and meet any other entry requirements as stated on each subject information page in the prospectus. To follow A Level courses students should normally have gained 5 higher grade passes at GCSE, ideally including English Language and mathematics. For Level 3 BTEC courses 4 higher grade passes at GCSE are required. In some cases, however, students with extenuating circumstances or strong performance in relevant subject areas will be favourably considered. There should also be evidence of sustained effort in Y11 and good attendance.