

Admissions Consultation

In accordance with the Department of Education's 2014 statutory 'School Admissions Code' guidance, as a school we must consult on our admission arrangements when changes are proposed, and at least once every seven years.

Great Yarmouth Charter Academy is consulting on proposed changes to their admissions arrangements for the academic year 2022-23.

The following amendments to our admission arrangements have been proposed:

- As part of Great Yarmouth Charter Academy's commitment to a broad and balanced curriculum and as part of the high-quality provision and opportunity in the Arts, the school is proposing that up to 10% of Year 7 places will be allocated to students with a potential for or aptitude in music.
- A Sixth Form teaching a range of subjects to A Level will be opened with a Pupil Admission Number of 60.

In accordance with statutory Department of Education guidance, the consultation will run for at least six weeks from XX to XX and we invite you to participate in the consultation if you have any concerns regarding the matter. Please email any comments that you would like to be taken into consideration to governance@inspirationtrust.org.

Admissions Policy for the School Year 2022-23

1. Introduction

- 1.1 This document sets out the admission arrangements for Great Yarmouth Charter Academy (“the academy”) for the academic year 2022-23 and beyond.
- 1.2 Inspiration Trust is the admissions authority for the academy.

2. Admission numbers

- 2.1 The academy has an agreed published admission number (PAN) of 175 pupils in Year 7 and 60 in Year 12.

3. Consideration of applications for Year 7 entry

- 3.1 Arrangements for application for Year 7 places at the academy will be made in accordance with the Local Authority’s (LA) co-ordinated admission arrangements and will be made on the common application form provided and administered by the LA. Applications can also be made online at www.norfolk.gov.uk/admissions, which is recommended. The timetable for applications is in line with that of the LA.
- 3.2 The academy will consider all applications for places that meet the criteria set by the LA’s co-ordinated admission arrangements. Where fewer applications for places than the PAN for the relevant age group are received, the academy will offer places to all those who have applied.
- 3.3 Late applications received after the closing date will be included only if the reason for the delay is considered exceptional and appropriate evidence has been provided. Other late applications will not be considered until after applications received by the closing date have been dealt with.
- 3.4 Children with an EHCP which names the academy will be admitted before other students are considered.

4. Procedures where the academy is oversubscribed at Year 7 entry

- 4.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. The admission of children with statements of Special Educational Needs or EHC plans (Education Health and Care Plans) where the academy is named on the statement or Plan, takes place under different Regulations and happens before the application of the criteria set out below (as per 3.4 above). These children will be allocated their place in their appropriate stanine before all other allocations are made, thereby reducing the number of places left in that stanine. For remaining applicants the criteria will be applied in the order in which they are set out below to create the rank order in each stanine for offering places:
 - Looked after children (previously known as children in the care of the local authority) and all previously looked after children. 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 arrangement order or special guardianship order).

- Children who have a sibling on roll at the academy at the time of the proposed admission. Siblings are “brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit. This includes siblings in the Sixth Form
- Children of staff at the academy:
 - a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made;
 - and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- Children who have been offered a place under the musical potential, aptitude and ability criteria.
- Children living nearest the academy, by straight line distance (“as the crow flies”).

4.2 Where the admission of children from multiple births would lead to exceeding the PAN, those siblings will be admitted over PAN.

4.3 Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’s residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to the academy. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the academy week.

4.4 Parents who wish to apply for their child to be considered for admittance under the criteria of potential for or aptitude in music must complete an Expression of Interest form, available from the academy. When completed, the form should be returned to the Principal by the date indicated on the form, of the year prior to transfer. The academy will audition children with an expression of interest and will make every reasonable effort to inform parents of the outcome prior to parent’s submission of the Common Application Form to the Local Authority.

4.5 If all children within any of the above oversubscription rules cannot be offered a place, the highest priority will be given to children living nearest to the academy within that rule. To determine who lives nearest, distance will be measured on a straight line “crow fly” basis using Ordnance Survey data. If the academy is unable to distinguish between applicants using the published criteria, places will be offered via a random draw which will be supervised by an individual who is independent of the academy.

5. Admission of children outside their normal age group

5.1 Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

5.2 The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

5.3 The academy will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

5.4 Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

6. Waiting lists

6.1 In line with the provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list managed by the LA until 31st December.

6.2 Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7. Appeals

7.1 All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

7.2 Information on how to appeal and the timetable of the appeals process is on our website at <http://www.inspirationtrust.org>

8. In year applications (applications for admission to the academy *outside* the normal admissions round)

8.1 Subject to any provisions in the LA's published and agreed guidance for in-year school transfers and for applications submitted for years other than the normal year of entry, the academy will consider all such applications and, if the year group applied for has a space available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available the oversubscription criteria shall apply.

9. Consideration of applications for Sixth Form entry

- 9.1 Applications will be made in line with local arrangements, or directly to the institution itself.
- 9.2 The academy will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.
- 9.3 In addition to the sixth form's minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements, subject to spaces being available.
- 9.4 Pupils of Great Yarmouth Charter Academy who meet the minimum academic entry requirements and minimum entrance requirements for the courses for which they are applying have the right to transfer to the sixth form.
- 9.5 Pupils with an EHCP which names the academy will be admitted before other applications are considered.

10. Sixth form oversubscription criteria

- 10.1 Where there are more external applicants that satisfy the relevant academic entry requirements than the number of post-16 places available and after the admission of pupils with an education, health and care plan naming the academy, the criteria will be applied in the order in which they are set out below:
- Looked after children (previously known as children in the care of the Local Authority) and all previously looked after children. 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 arrangement order or special guardianship order).
 - Children who have a sibling on roll at the academy at the time of the proposed admission. Siblings are "brothers or sisters living at the same address including adopted children, step-brothers, step-sisters and children in foster care within a family unit. This includes siblings in the Sixth Form
 - Children of staff at the academy:
 - a) where the member of staff has been employed at the academy for two or more years at the time at which the application for admission to the academy is made;
 - and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
 - Children living nearest the academy, by straight line distance ("as the crow flies"), who met the entrance requirements for the courses listed on their application form.
 - Children living nearest the academy, by straight line distance ("as the crow flies"), who did not meet the entry requirements for the courses listed on their application form, but did meet the academy's general entry requirements.

11. Other information

- 11.1 If false or misleading information is used to gain entry to the academy, the offer of a place may be withdrawn.
- 11.2 The child's birth certificate or identity card will need to be seen and a copy will be retained by the academy.