



Ormiston Academies Trust

## Stoke High School – Ormiston Academy Admissions Policy

### Policy version control

Policy type	Mandatory OAT policy
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In consultation with	Stone King
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Description of changes	<p>This policy has been totally reviewed and updated by StoneKing, with specific/key changes listed below for reference:</p> <ul style="list-style-type: none"> <li>▪ 1.1.4 - OAT being the admissions authority</li> <li>▪ 2.1 - Nursery admissions and Primary admissions rather than 'Early Years'</li> <li>▪ 2.8.2 - Multiple births in the same year group ie twins</li> <li>▪ 2.9 - Eligibility criteria</li> <li>▪ 2.11.1 – Withdrawing a place/offer</li> <li>▪ 2.12 – Determining arrangements and consultation</li> <li>▪ 2.13 - Admissions outside normal age group</li> <li>▪ 2.14 – Complaints about admissions arrangements</li> <li>▪ 4 – Primary admissions (all sections)</li> <li>▪ 5 – Secondary admissions (all sections)</li> <li>▪ 6 – Sixth form admissions (all sections)</li> </ul>

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# 1. Policy statement and principles

## 1.1. Policy aims and principles

- 1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2. This policy details the academy's arrangements for admissions and will apply to all admissions for the academic year 2025/2026. This includes in-year admissions within this period.
- 1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on the school website and school social media. Arrangements for visits outside these dates can be made through the academy office on 01473 601252.
- 1.1.4. Ormiston Academies Trust (OAT) is the admissions authority and will consult on the admissions arrangements at least once every seven years, or if there are proposed changes to the admission arrangements which require consultation.
- 1.1.5. As the admission authority, OAT delegates the workings of the admissions process to the academy.
- 1.1.6. This policy is consistent with all other policies adopted by OAT/the academy and is written in line with current legislation and guidance.

## 1.2. Monitoring and review

- 1.2.1. This policy will be reviewed annually or in the following circumstances:
  - Changes in legislation and/or government guidance
  - As a result of a major change in circumstances
  - As the result of a decision of an Adjudicator
- 1.2.2. If there are urgent concerns these should be raised to the Clerk to the Governors in the first instance.

# 2. Academy admissions

- 2.1. The academy admits children between the ages of 11-16. The main intakes are:
  - Secondary
- 2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

## 2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy:

## 2.4. Distance

2.4.1. Children living nearest the school. All straight line distances are calculated electronically by Suffolk County Council 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 the 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) this will be measured to a single point within that building irrespective of where those homes are located.

## 2.5. Dual address

2.5.1. By ordinarily resident we mean 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.

2.5.2. 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.

2.5.3. 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.

## 2.6. Feeder schools

2.6.1. Halifax Primary School, Prince of Wales Drive, Ipswich, Suffolk IP2 8PY

Hillside Primary School, Belstead Avenue, Ipswich, Suffolk IP2 8NU

The Willows Primary School, Downing Close, Ipswich, Suffolk IP2 9ER

## 2.7. Siblings

2.7.1. A sibling is defined as:

Where the child has a sibling in the academy or a sibling has already been offered a place at the academy, and where the sibling will still be attending the academy at the time of admission. 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.

2.7.2. In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

## 2.8. Eligibility criteria

2.8.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom.

## 2.9. Waiting list

2.9.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.9.2. The academy will maintain a waiting list until 31 December 2025 following the main academy intake for year 7. For years 8-11 the waiting list will close at the end of the first term after the start of the school year. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received, or the date when they were added to the list.

## 2.10. Withdrawal of a place

2.10.1. The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if the offer is withdrawn on the basis of misleading information the application will be considered afresh and a right of appeal offered if an offer is refused.

2.10.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case, then the academy will decide whether to withdraw the place based on the circumstances, including the length of time the child has been at the academy.

## 2.11. Determining arrangements and consultation

2.11.1. Admissions arrangements will be determined annually by the academy's local governing body (LGB), this will happen even if there are no changes from previous years and a consultation is not required.

2.11.2. If the academy changes any significant aspect of the admissions procedure, then the OAT Board will be informed prior to making changes and prior to the beginning of the consultation

process. Any significant changes proposed by the academy must be approved by the OAT Board.

2.11.3. The academy will consult on admissions arrangements when changes to the academy's arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year, there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

2.11.4. The academy will publish any consultation for admissions on its website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation, then these will be sent to the OAT Board. Any subsequent changes will be made in consultation with the OAT Board.

2.11.5. Once the academy's admissions arrangements have been determined it will notify the appropriate bodies and publish a copy of the determined arrangements on its website.

## 2.12. Admission of children outside their normal age group

2.12.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mr R Moxon, Vice Principal, on 01473 601252. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.12.2. The decision whether a child is admitted outside of their normal age group will be made on a case-by-case basis by the academy's LGB and any decision will be in the best interests of the child concerned. A panel of at least three governors will consider the admission request based on:

- The child's academic development
- The child's social and emotional development
- Views of the parents and principal
- Medical history and/or views of a medical professional, where relevant; and
- Any additional relevant information available

2.12.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for **and** that the child would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application, parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.12.4. Once the LGB has made a decision, the parent can then apply for admission of their child to the academy using the process detailed in this policy. Where no place is offered, parents have a statutory right to appeal against the refusal of a place, however this right does not apply if the child is offered a place at the academy even if it is not in their preferred age group.

## 2.13. Complaints about admissions arrangements

- 2.13.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code/relevant legislation relating to admissions. The deadline for any such complaint is 15 May in the year before the arrangements are to apply.
- 2.13.2. Complaints about the appeals panel can be made to the Secretary of State.

## 3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Ms E Wiseman.

### 3.1. Number of spaces (PAN)

- 3.1.1. The academy has a PAN (Published Admission Number) of 172 for admission to Year 7.

### 3.2. Application process

- 3.2.1. Applications for the 2025 academic year begins September 2024.
- 3.2.2. Parents of children living in Suffolk should apply online at [www.suffolk.gov.uk/onlineadmissions](http://www.suffolk.gov.uk/onlineadmissions) or submit a normal year of entry application form (CAF1), available from the Local Authority Admissions Team on 0345 600 0981 or at [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools), no later than the national closing date of 31 October. Parents of children who do not live in Suffolk should contact their LA on how to apply. Offer letters will be issued on the National Offer Date of 1 March or the next working day.
- 3.2.3. Late applications, except those deemed by the Local Authority as exceptional and to be processed as 'on time', will be considered after the first round of offers issued on 1 March. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application to your Local Authority, please see their website for further information. All offers will be made on the secondary national offer day (1 March or the next working day).
- 3.2.4. All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the LA has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

### 3.3. Admissions criteria

- 3.3.1. Any parent may apply for a place at the academy for their child.
- 3.3.2. If the number of applications is less than the number of spaces, then all children will be offered places.
- 3.3.3. Where a child has an Education Health and Care Plan (EHCP) which names the academy, that child will be admitted and the number of available places reduced accordingly.

### 3.4. Oversubscription criteria

- 3.4.1. Where the academy receives more applications than there are places available, priority for admission will be given to those children who meet the oversubscription criteria set out below.
- 3.4.1.1. Looked after children and Previously Looked After Children. including those who appear to the academy to have been in state care outside of England and ceased to be so as a result of being adopted<sup>1</sup>. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) 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 child arrangements order or special guardianship order immediately following having been looked after.
- 3.4.1.2. Students with exceptional medical, social, or other needs that can only be met by providing a place at Stoke High School – Ormiston Academy rather than any other school. Applications made under criterion (2) will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (eg doctor or social worker) is attached to the application form.
- 3.4.1.3. Where the child has a sibling in the academy or a sibling has already been offered a place at the academy, and where the sibling will still be attending the academy at the time of admission. 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.
- 3.4.1.4. Children who live within catchment and attend one of the feeder primary schools.
- 3.4.1.5. Children who live outside of catchment and attend one of the feeder primary schools.
- 3.4.1.6. Children who live inside of catchment but do not attend a feeder primary school.
- 3.4.1.7. Children who live outside of catchment but do not attend a feeder primary school.

For catchment areas see [School catchment areas - Suffolk County Council](#)

- 3.4.2. If there are not enough places to satisfy all applications under any one criterion, priority will be given in accordance with proximity to the academy as per criterion in 2.4.1. Where two or more applicants live an equal distance from the academy and it is not possible to differentiate between them, priority will be determined by a random allocation process. This process will be independently verified by someone independent of the academy and OAT.

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<sup>1</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



### 3.5. In-year admissions

- 3.5.1. Applications for in-year admissions are accepted and will be processed on a case-by-case basis in accordance with these published admission arrangements. In-year admissions forms can be obtained from the School Admissions Team at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or from the school office, email [admin@stokehigh.co.uk](mailto:admin@stokehigh.co.uk) .

The academy co-ordinates its in-year admissions. Any in-year admission application will be considered by the academy and processed in accordance with the determined oversubscription criteria.

- 3.5.2. The academy will participate in the LA's Fair Access Protocol. Children included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a child has been identified for admission to the academy under the Fair Access Protocol, the academy will notify the local authority within seven calendar days of the decision to accept or refuse the child's admission.
- 3.5.3. If the academy refuses entry, the local authority may request a direction from the Secretary of State. The decision of the Secretary of State will be binding upon the academy.

### 3.6. Unsuccessful applications

- 3.6.1. The academy will inform the child's parents if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details. Any appeal is before an independent admissions appeal panel.
- 3.6.2. A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT's Head of Governance of any admissions appeals.
- 3.6.3. A child is allowed to be on the academy waiting list while an appeal is lodged, and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.