



DOWNHAM MARKET
ACADEMY

Admissions Policy

Downham Market Academy

1 Introduction

1.1 These arrangements are established in accordance with Annex 1 of the Academy's Supplemental Funding Agreement.

1.2 The Academy provides for pupils aged 11-19 and has a single Normal Point of Entry, at the start of the Year 7 school year. Applications for admission at the normal point of admission will be co-ordinated by Norfolk County Council in accordance with its common application procedures and Paragraphs 3, 4, 5, 6 and 7 below. Arrangements for late admission into Year 7 and for admission to other year groups will be co-ordinated by the Academy's Governing Body in accordance with paragraphs 7, 8 and 9 below.

2 Admission Number

2.1 The Academy's Published Admission Number is set at 240 for the academic year 2021/22 and 270 for all other year groups. At least 240 pupils will be admitted each year to Year 7 at the Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 240 applications have been received, all applicants will be admitted.

3 Ordinary Applications for the Normal Point of Entry

3.1 Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding year.

3.2 Applications will be co-ordinated by Norfolk County Council who will consult as required with the Academy's Governing Body

3.3 Places will be offered to all successful applicants by Norfolk County by March 1st. Where the Academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

4 Late Applications for the Normal Point of Entry

4.1 Applications received after the closing date and before the Normal Point of Entry will be dealt with by Norfolk County in accordance with its procedures for late applications, after places have been awarded to ordinary applications.

4.2 Where the Academy is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

4.3 Places will be offered to successful applicants by March 1st or as soon as possible thereafter and in any case before September 1st.

5 Acceptance of Offer of a Place

5.1 Where an offer is made, the applicant should be notified that they have four weeks in which to accept the offer. Where an offer is not accepted by the applicant in writing within four weeks, the Academy's Governing Body reserve the right to withdraw the offer and the offer of a place to be made to the next applicant on the waiting list.

6 Oversubscription Criteria

6.1 Children who have a statement of special educational needs that names the school will be admitted. NB. Those children with a statement of special educational needs that does not name the school will be referred to the EHCP Co-ordinators to determine an appropriate place.

6.2 Any remaining places will be allocated according to the following criteria, in order of priority:

- Children in Care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a resident order or a special guardianship order. ii) Children who live in catchment area, attend primary schools within the catchment area and who have a sibling at the school at the time of admission. iii) Children who live in the catchment area with a sibling at the school at the time of the admission.
- Children who live in the catchment area who attend the primary schools within it.

- Children of staff who have been employed at the Academy for at least a year at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage
- Children who live in the catchment area
- Children who live outside the catchment area, who attend primary schools within it and who have a sibling at the school at the time of admission. viii) Children who live outside the catchment area who have a sibling at the school at the time of admission
- Children who live outside the catchment area who attend the primary schools within the catchment area
- Children who live outside the catchment area, but nearest the school as measured by a straight line.

6.3 A map of the Academy's defined catchment area is shown on the County Council's website.

6.4 Where places are oversubscribed within any of the above groups, priority will be given to children living nearest to the Academy as measured by a horizontal straight line between the Academy's main entrance and the front door of the dwelling (e.g. house or flat) at which the child is normally resident.

6.5 A sibling is defined as a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case the child must be normally resident in the same family unit at the same address.

7 Waiting List

7.1 Where the Academy is oversubscribed for the Normal Point of Admission, all unsuccessful applicants will be placed on the waiting list which will be administered by Norfolk County Council up to the Normal Point of Admission and thereafter by the Academy's Governing Body, their position in the waiting list determined by application of the oversubscription criteria.

7.2 When a vacancy arises it will be offered to the next applicant on the waiting list. Paragraph 5 will apply in respect of acceptance of any places offered in this way.

7.3 Parents of children remaining on the waiting list at December 31st in the case of Year 7 or August 31st in any case will be contacted to clarify whether they wish to remain on the list.

8 Within-Year Applications for Admission

8.1 Throughout the period September to December inclusive during Year 7, and at the start of the school year for all other year groups, the Academy will continue to offer places to applicants until the roll reaches the PAN.

8.2 At other times – that is, for applications received during the course of the academic year – where the PAN has not been reached in the relevant year group, the Governing Body will determine the maximum number of pupils that can be admitted to that year group for the remainder of the year, taking into account the size of teaching groups, the efficient use of available resources and any Fair Access Protocol agreed by the Academy with Norfolk County Council.

8.3 If the Year Group is oversubscribed a waiting list will be created. If a place becomes vacant it will be allocated according to the criteria outlined in 6.2 above.

8.4 Information from previous schools will be requested for all applicants.

8.5 Should this information cause concern to the Headteacher, they will present the case to the LGB. Where the Local Governing Body Admissions Committee does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local authority for action under the Fair Access Protocol. A letter will be sent withdrawing the place, and offering the opportunity to appeal against this decision. This will not apply to a looked after child, a previously looked after child or a child with a statement of special educational needs naming the school in question, as these children **must** be admitted.

9 Our Admissions Process for In Year School Application

Complete the online In Year School Application form with Norfolk County Council. Contact the Academy on 01366 389100, or info@downhammarketacademy.co.uk when you have received your offer letter from the school.

- Complete the Admission Form and other relevant forms which we will send out. Please note it is not possible to obtain a copy of the Admission Form from the website.
- Attend the necessary admission meeting at the Academy. We will contact you with details about the arrangements for this meeting.

Athena Sixth Form College

The Academy maintains an open admissions policy to Athena Sixth Form College with defined academic entry requirements, thus:

1. A levels:

From 2018 at least 6 GCSEs with an average grade of a 5 and English and Maths at a 5 or better. For students who took GCSEs in 2017 at least 6 GCSEs at grade C or above (including Maths and English*) or equivalent. Three of these should be at grade B or above. In addition some subjects at A level require a higher GCSE or specialist skills or knowledge to a certain level (eg Music requires a grade 5 or better qualification in the instrument to be studied); parents/students should refer to the specific subject course descriptions on the website for details

2. Level 3 BTEC diplomas:

5 GCSEs at grade 4 or above (including Maths and English*).

3. Level 1 & 2 courses:

4 GCSEs at grade 3 or above.

* GCSE grade 4 in Maths and English is a requirement for entry to university and higher study and it important that students achieve these. In order to ensure students are able to access the widest possible range of opportunities upon leaving, applications from students without a 4 grade in Maths and English may be considered depending on overall results. In these cases, we may substitute one subject choice for GCSE English and Maths to enable the student to re-take the exam and achieve the 4 grade.

4. The Academy will not admit external applicants unless it is undersubscribed by pupils progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy, with looked-after children given highest priority.

5. We will use the same academic entry criteria for internal and external applicants.

6. Where there are places unfilled and an applicant narrowly misses the entry criteria, they and/or their parents may write to the Head, asking for their case to reconsidered, stating any mitigating circumstances, as soon as possible following publication of results and by the end of August at the latest. The Head and two governors must then meet to assess the applications, advised by the Head of 6th Form. The assessment will focus on whether the student is likely to cope with the demands of the 6th form course, given their previous academic profile, their willingness to undertake extra study as necessary and the appropriateness of their choices. Once a decision has been made, which must be by 1st September or the next working day at the latest, the student and their parents must be informed by telephone and subsequently in writing.

7. Should a student and/or parent disagree with the decision, they may still pursue an appeal under an independent panel.

8. Where applications for admission exceed the number of places available, the Local Governing Body (or its delegated sub-committee) will apply the oversubscription criteria within this policy.