

Ormiston Academies Trust

## City of Norwich School

### Admissions policy 2025-2026

#### Policy version control

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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 publicized on the CNS website. Arrangements for visits outside these dates can be made through the academy office on 01603 274000.
- 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 Headteacher in the first instance.

# 2. Academy admissions

- 2.1. The academy admits children between the ages of 11-18 The main intakes are:
  - Secondary
  - Sixth form

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. This is the straight-line distance between the academy's main gate and the child's home address (front door).

2.4.2. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy. 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.

## 2.5. Dual address

2.5.1. Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed, the address used to register the child with a doctor will be used.

## 2.6. Siblings

2.6.1. A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A stepbrother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the resident's order
- Another child living in the same household where the adult has parental responsibility

2.6.2. 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 and for a relevant year group the Published Admissions Number (PAN) will be increased accordingly.

## 2.7. Eligibility criteria

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

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
  - 'Exceptional' or 'Indefinite Leave to Remain' in this country
- Refugee status

## 2.8. Waiting list

- 2.8.1. 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.
- 2.8.2. The academy will maintain a waiting list until 31 December 2025 following the main academy intake. 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.

## 2.9. Withdrawal of a place

- 2.9.1. 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
- 2.9.2. 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.

## 2.10. Determining arrangements and consultation

- 2.10.1. 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.
- 2.10.2. 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.
- 2.10.3. 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.
- 2.10.4. 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.

2.10.5. 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.

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

2.11.1. 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, the Headteacher on 01603 274000 or via [office@cns-school.org](mailto:office@cns-school.org). Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.11.2. 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

2.11.3. 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.

2.11.4. 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.

## 2.12. Complaints about admissions arrangements

2.12.1. 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.

2.12.2. 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 Norfolk County Council who manage the admissions process for CNS.

### 3.1. Number of spaces (PAN)

- 3.1.1. The academy has a PAN of 270 for admission to Year 7.

### 3.2. Application process

- 3.2.1. Applications for the 2025 academic year begins in September 2024.
- 3.2.2. To apply you need to complete the local authority's (LA) Common Application Form (CAF)<sup>1</sup> and submit this directly to the LA by the deadline, 31 October 2025. See Norfolk County Council's website for the admissions form and contact details
- 3.2.3. Late applications will not be considered until all other applications have been reviewed.
- 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. Selection criteria

Places based on Musical potential and aptitude (10%)

- 3.3.1. 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 Headteacher by the date indicated on the form, of the year prior to transfer. The academy will audition pupils 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.
- 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>2</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

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<sup>1</sup> Please note that the CAF is required to be returned to the local authority in the area that you live.

<sup>2</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.

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. If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. 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); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.
2. Children who are due to transfer and have an older brother or sister already at the school at the time of admission including sixth form. Siblings are 'brothers or sisters living at the same address including adopted children, stepbrothers, stepsisters and children in foster care within a family unit';
3. Children who have been offered a place under the music potential and aptitude criteria;
4. Children of staff at the school:
  - a) where the member of staff has been employed by Ormiston Academies Trust to work at City of Norwich School, An Ormiston Academy 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;
5. Children who are due to transfer living nearest to the academy will be measured on a straight line crow flies basis using ordnance survey data; if following the application of admission rules and distance, two applicants cannot be separated for a final place, the academy will be determined by the local authority who manages our admissions using random allocation to determine the priority for the remaining place.

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. 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.



### 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 [Norfolk County Council School Admissions](#)
- 3.5.2. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance to the local authorities Fair Access Protocol. In year admissions forms can be obtained from Norfolk County Council.
- 3.5.3. 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.
- 3.5.4. 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.

## 4. Sixth form admissions

The process detailed in this section is for admissions to the sixth form. For further information on this process please contact Mrs K Blake, Post 16 Support Services Manager on 01603 274060.

### 4.1. Number of spaces

- 4.1.1. The academy has a PAN of 450 external applicants per year. This is the minimum number of external applicants who may be admitted to the academy's sixth form.

### 4.2. Application process

- 4.2.1. Applications for the 2025 academic year begin October 2024. The closing date for applications for this year is 21<sup>st</sup> Dec 2024
- 4.2.2. To apply you need to complete the Help you Choose online application form (this can be found via [www.helpyouchoose.org](http://www.helpyouchoose.org)) where completed and submitted forms are sent directly to

CNS. You should receive notification via Help you Choose confirming that we have processed your application. Any queries please contact [k.blake@cns-school.org](mailto:k.blake@cns-school.org). The academy will contact the student applying (via Help you Choose) about the outcome of their application by February 14<sup>th</sup>, 2025. There is no difference for internal or external applicant.

- 4.2.3. Late applications will only be considered where there is a surplus of places in the academy/course(s) applied for once the oversubscription criteria has been applied.
- 4.2.4. Admission, where successful, is to the Sixth Form, not to a guaranteed specific course of study.

### 4.3. Selection criteria

- 4.3.1. All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to our sixth form, will need to have the same minimum academic qualifications for entry, which are
  - 4.3.1.1. For entry into Sixth form for September 2024 to study 3 A Levels, students are required to achieve 5 grades at 9-5 (or where applicable A\*-C) including English and Mathematics at Grade 4 or above.
  - 4.3.1.2. In exceptional cases, students that do not reach the entry criteria based on their attainment in English or mathematics will be admitted to the 6th form with the addition of GCSE retake classes in the appropriate subject to their timetable.
  - 4.3.1.3. While we would encourage students to study 3 A levels, in exceptional cases and following conversation at interview we may support a student to study 4. All students will have the option to study for Extended Project Qualification (EPQ) alongside their A levels.
  - 4.3.1.4. Although a grade 6 or B is recommended in any subject that a student wishes to continue at A Level, all students applying to Sixth Form will benefit from an interview in order to discuss entry criteria for specific subjects and to ensure that their subject choices match their goals and aspirations.
  - 4.3.1.5. Students wishing to study Further Maths require a Grade 7 in the subject at GCSE.
  - 4.3.1.6. Crucially, the interview provides an opportunity for prospective students to find out more about Sixth Form life at CNS and benefit from information, advice and guidance.

### 4.4. Oversubscription criteria

- 4.4.1. If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission for external applicants will be in line with the oversubscription criteria set out below:
  - 4.4.1.1. Looked after children and Previously Looked After Children including those students who appear to the academy to have been in state care outside of

England and ceased to be in state care as a result of being adopted.<sup>3</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.

**4.4.1.2.** Students who are due to transfer and have an older brother or sister already at the school at the time of admission, including sixth form. Siblings are brothers or sisters living at the same address including adopted children, stepbrothers, stepsisters and children in foster care within a family unit

4.4.1.3. Children of staff at the school:

4.4.1.3.1 Where the member of staff has been employed by Ormiston Academies Trust to work at City of Norwich School, an Ormiston Academy for two or more years at the time at which the application for admission to the school is made, and/or

4.4.1.3.2 The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4.4.1.4. Student who are living nearest to the academy will be measured on a straight line crow flies basis using Ordnance Survey data; if following the application of admissions rules and distance, two applicants cannot be separated for a final place, the academy will be determined using random allocation.

## 4.5. In-year admissions

4.5.1. Applications for in-year admissions are accepted and will be processed on a case-by-case basis in accordance with these published admission arrangements.

4.5.2. In-year admissions forms can be obtained from Mrs K Blake ([k.blake@cns-school.org](mailto:k.blake@cns-school.org))

4.5.3. If the academy refuses entry, the local authority may request direction from the Secretary of State. The decision of the Secretary of State will be binding upon the academy.

## 4.6. Unsuccessful applications

4.6.1. The academy will inform the student and the applicant's parent if a decision has been made to refuse the offer of 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.

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<sup>3</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.

- 4.6.2. For sixth form applications both the student and the parents have a right of appeal against a decision to refuse an offer of a place. Any appeal is before an independent admissions appeal panel.