

1st October 2025

RE: Consultation on admission arrangements

Dear interested party

I am writing to notify you of the upcoming consultation on the academy's admissions policy. The consultation period will run from 1st October 2025 until 12th November 2025; during this time, parents are invited to express their views and any concerns about the proposed addition to the oversubscription admission arrangements at City of Norwich School – an Ormiston Academy.

In accordance with the DfE's 2021 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.

To this end, the following amendments to our admission arrangements have been proposed:

- In addition to current oversubscription criteria priority for admission will be given to children currently attending one of the following feeder schools: Avenues Junior, Bignold Primary, Colman Junior, Cringleford CofE Primary School, Eaton Primary School, Edith Cavell Academy and Nursery, Lakenham Primary School and Tuckswood Academy.

The rationale for this proposal is to promote community and educational partnerships in line with the school vision. These schools typically account for over 85% of admissions and relationships will be further strengthened through this addition to the criteria. Enhanced educational relationships will support children's transition into City of Norwich School and support parental choice.

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party at City of Norwich School – an Ormiston Academy, we are keen to hear your views on the proposed changes; therefore, we invite you to participate in the consultation if you have any concerns regarding the matter.

All responses to the consultation should be made in writing and submitted before **5pm on 12th November** to: j.shaw@cns-school.org.

Please note that written responses should outline your personal details, including your name, address and relationship to the academy.

At the end of the consultation period, the governing board will meet to consider responses and submit a final policy to the Ormiston Academies Trust Board of Trustees for approval.

For further information regarding the consultation process, please refer to our proposed admissions policy document, copies of which can be located on the academy website or in hard copy from Mrs Shaw. If you wish to further discuss this matter, or anything mentioned in this letter, please contact Mrs Shaw on 01603 274007 or j.shaw@cns-school.org.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jo Philpott', with a stylized flourish at the end.

Ms Jo Philpott
Headteacher