



**MARSHLAND HIGH SCHOOL**

# **Admissions Arrangements**

**For Admissions in Academic Year  
2024 to 2025**

**Reviewed by:** Local Governing Body

**Last reviewed on:** September 2023

**Next review due by:** September 2024

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### 1. Aims

This policy aims to:

- Explain **how to apply** for a place at Marshland High School
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

### 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

**‘Siblings’** for the purposes of our school includes:

- step siblings,
- foster siblings
- adopted siblings

**‘Siblings of former pupils’** - for the purposes of our academy, this refers to a child who had a ‘sibling’ at the school and this ‘sibling’ left at the end of Year 11 within the last two academic years (e.g. former pupil left at the end of Year 11 no earlier than July 2022 for admission of a ‘sibling’ in September 2024).

A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

#### **4. How to apply**

For applications in the normal admissions round you should use the application form provided by your residential home local authority (regardless of which local authority the school is in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

#### **5. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents’ views
- 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher’s view

Wherever possible, requests for admission outside a child’s normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Ultimately, it is the Headteacher’s decision whether or not to admit outside the normal age group.

## 6. Allocation of places

### 6.1 Admission number

The school has an agreed admission number of 162 pupils for entry in Year 7

### 6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, **in order**, until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.
2. Priority will next be given to children eligible for the service premium. A pupil is eligible for the service premium if:
  - a) one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service);
  - b) they have been registered as a 'service child' on the January school census at any point since 2016;
  - c) one of their parents died whilst serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
3. Priority will next be given to children with siblings at the school living permanently at the same address. Priority will equally be given to siblings of former pupils (see definitions in section 3)
4. Priority will next be given to children of staff where:
  - a) the member of staff has been employed at the school 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. Priority will next be given to all children who are due to transfer from our named feeder schools:
  - a. Anthony Curton CE Primary School
  - b. Emneth Academy
  - c. Marshland St James Primary and Nursery School
  - d. Terrington St. John Primary School
  - e. Tilney St. Lawrence Community Primary School
  - f. Walpole Highway Community Primary School
  - g. West Walton Community Primary School

Children attending our feeder schools will be prioritised within this criterion based firstly, on them residing within the school catchment area and then secondly, on children out-of-area.

6. Priority will next be given to children in the school's catchment area ranked by those living closest to the school by distance (as measured by straight line) of the child's home address to Marshland High School. The school's catchment area is defined as referenced on Norfolk County Council's website <https://maps.norfolk.gov.uk/schoolcatchments/schoolsfuture.aspx>

7. Any other applications (i.e. those which do not meet any of the above criteria) will be considered by distance (as measured by straight line) of the child's home address from (a) Marshland High School, and (b) the nearest alternative state secondary school.

### **6.3 Tie break**

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis using Ordnance Survey data. The address will be measured from the post office address point of the property. In the event that distance does not separate the final two or more pupils seeking the remaining place, a random allocation will be used to determine who is offered that place.

For the normal admission round the local authority manages a waiting list for places, as required by the School Admissions Code, until 31 December 2024.

## **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted, if the school can be deemed to meet need (in accordance with DfE statutory guidance).

Likewise, if there are spaces available in the year group you are applying for, your child should be offered a place, unless the school has already exceeded its overall PAN.

The school reserves the right to admit above our PAN in-year. This does not constitute an increase to the PAN.

Applications for in-year admissions should be submitted online to Norfolk County Council School Admissions Team.

The school will consider rejecting applications on the grounds of challenging behaviour, which includes 'attendance behaviour'. The school fully participates in the Fair Access Protocol for its local authority area.

## **8. Appeals**

If your child's application for a place at the school is unsuccessful in the normal admissions round, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you should request a form from the school to set out the grounds for your appeal and send it to Marshland High School Admissions Team. You can find details of the school's appeals timetable on the following webpage: <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>

## **9. Monitoring arrangements**

This policy will be reviewed and approved by the Trustees and reviewed, as part of the school statutory documentation, by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.