

Wymondham College Prep School
Revised Admissions Policy 2021
(Amended 17/03/2021 following ESFA approval to revise the Policy)

DAY PLACES

Introductory Statement

Wymondham College Prep School is a new school for day and boarding pupils, serving the Wymondham area (Annex A) for its day place provision. It opened in September 2020 for Reception age pupils with Year 5 boarding and day provision added in September 2021

It is run by Sapientia Education Trust, a Norfolk based Multi-Academy Trust that runs 15 other state schools in Norfolk and Suffolk. The school will share a site and have close links with Wymondham College which has a well-established reputation for excellence.

The Trust's vision is to provide a world-class education locally.

Admission number(s)

The school has an admission number of 60 for entry in Reception in September 2021.

The school has an admission number of 14 for entry in Year 5 in September 2021.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

For Reception places (children who were born between 01/09/2016 and 31/08/2017) Norfolk County Council will process applications through their co-ordinated admissions process.

This means you will need to complete the Local Authority (LA) common application form available at <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions>.

The closing date for applications is 15 January 2021.

It is possible to apply after this date, but please be aware that your application will be considered after all of the on-time applications.

Offers will be made on 16 April 2021.

For in year admissions, applications should be made directly to the school.

These should be sent to admissions@wymondhamcollegeprepschool.org. An application form can be found on the school website or by contacting the school.

For Year 5 places for children who were born between 1st September 2011 and 31st August 2012, Sapientia Education Trust will process applications directly. This means you will need to complete the Wymondham College Prep School Year 5 Day Place application form.

This is available on the school website. The closing date for applications is 30 April 2021.

It is possible to apply after this date, but please be aware that your application will be considered after all of the on-time applications

Offers will be made on Friday 14 May 2021.

Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to siblings of pupils who will already be on the roll of the school or Wymondham College at the time of the admission. For the purposes of this criterion, siblings are defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.
3. Priority will be given to those students who apply who are living in the catchment area as defined at Annex A to this policy.

Tie-break

If a tie-break is necessary to determine which child is admitted, places will be allocated by random allocation. Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our Published Admission Number.

Late applications

All applications received by the LA or the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents

may request that their child is placed on the school's waiting list.

Deferred entry for Infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach 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 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school or email (admissions@wymondhamcollegeprepschool.org), for information on how to appeal.

Information on the timetable for the appeals process is on the Norfolk County Council Website:

www.norfolk.gov.uk/education-and-learning/schools/school-admissions/school-admission-appeals.

The closing date for appeals is 1 June 2021.

Notes:

The **home address** is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

Siblings are defined as a brother or sister sharing at least one parent and who is normally resident at the same address. This includes adopted children and those living in the same home under a recognised fostering arrangement.

Annex A

