ANNEX B

THE ADMISSION OF PUPILS TO THE THETFORD ACADEMY

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.

2. The Thetford Learning Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.

3. Notwithstanding the generality of paragraph 2 of this Annex B, the Thetford Learning Trust will take part in the Admissions Forum set up by the Norfolk County Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Norfolk County Council and the local in-year fair access protocol.

4. Notwithstanding any provision in this Agreement, the Secretary of State may:
   (a) direct the Thetford Learning Trust to admit a named pupil to the Thetford Academy on application from a local authority. Before doing so the Secretary of State will consult the Thetford Learning Trust.
   (b) direct the Thetford Learning Trust to admit a named pupil to the Thetford Academy if the Thetford Learning Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

5. The Thetford Learning Trust shall ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Thetford Learning Trust. The Independent Appeal Panel will be independent of the Thetford Learning Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

6. The Thetford Learning Trust shall prepare guidance for parents and
relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Thetford Learning Trust may, if it chooses, enter into an agreement with Norfolk County Council or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

7 In paragraphs 5 and 6 above, 'relevant children' means:
   a) in the case of appeals for entry to a sixth form, the child, and;
   b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant Area

8 Subject to paragraph 9, 'relevant area for consultation' means the "Relevant Area" determined by the local authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the School Admissions Code).

9. If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.

10. The Secretary of State will consider the Academy's application and will by 30 September either:
   a. determine the area for consultation, or
   b. determine that the meaning within paragraph 8 should apply.

11. The Secretary of State may consult the local authority before making such a determination.

12. Within 14 days of the Secretary of State's determination, the Thetford Academy will notify the consultees listed in paragraph 14 of the determination.

13. In the event of a paragraph 10a determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this annex B.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

14. The Thetford Learning Trust shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks
between 1 November and 1 March in the 'Determination Year'2:

a) Norfolk County Council.

b) The admission forum for Norfolk County Council

c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.

d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.

e) Affected admission authorities in neighbouring local authority areas.

f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;

g) Community groups which the Thetford Academy considers relevant;

h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

15. From 2011-12, and for subsequent years, consultation in line with paragraph 14 is not required in any year where the following conditions are met:

a) the admission arrangements were consulted upon in one or both of the previous two years; and

b) there have been no changes, or proposed changes, since the last consultation.

16. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year.

**Academy Trust Determination of Admission Arrangements**

17. The Thetford Learning Trust will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for the Thetford Academy.

18. The Thetford Learning Trust will determine the Thetford Academy's admission arrangements annually by 15 April of the Determination Year and

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2 A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2010 and determination to be in April 2010 for admissions in September 2011.
notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

**Representations about admission arrangements**

19. Where the Thetford Learning Trust has determined the Thetford Academy's admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies objects to the Thetford Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

**Secretary of State’s Consent for Changes to Admission Arrangements**

20. Where the admission arrangements determined in a Determination Year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the Thetford Academy, the Thetford Learning Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

**Secretary of State’s Power to Accept, Modify or Reject Admission Arrangements**

21. Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the Thetford Learning Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Thetford Learning Trust amends the proposed admission arrangements for the Thetford Academy. The Thetford Learning Trust shall comply with any such direction.

22. Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. The Thetford Learning Trust must comply with any such direction.

**Publication of Admission Arrangements**

23. The Thetford Learning Trust shall each Determination Year publish the Academy’s agreed admission arrangements by:

   a) copies being sent to the persons consulted in paragraph 14;

   b) copies being sent to primary and secondary schools in the LA’s area;
b) copies being sent to the offices of the LA;

c) copies being made available without charge on request from the Archive;

d) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons;

e) a copy being uploaded to the Academy's website (if it has one).

24. The published admission arrangements will set out:

a) the name and address of the Thetford Academy and contact details;

b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;

c) a statement of any religious affiliation if relevant;

d) numbers of places and applications for those places in the previous year; and

e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by the Academy After Arrangements Have Been Published

25. Subject to paragraph 26, once the Thetford Academy's admission arrangements have been determined for a particular year and published, the Thetford Learning Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

a) the Thetford Learning Trust has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;

b) following such consultation, the Thetford Learning Trust has applied to the Secretary of State to approve the change setting out:

   i) the proposed change;

   ii) reasons for wishing to make such a change;

   iii) any comments or objections to the proposal from those consulted; and

c) following such application, the Secretary of State has provided his consent to the proposed variation.

26. The Thetford Learning Trust shall following the prior written agreement or direction of the Secretary of State vary the Thetford Academy's admission
arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

27. Any changes to the Thetford Academy’s admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the Thetford Academy’s prospectus and on its website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 14.

28. The Thetford Learning Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Thetford Academy to make representations to the Secretary of State that any aspect of the Thetford Academy’s admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

29. Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting the Thetford Learning Trust, direct that the Trust modify its arrangements for the admission of pupils to the Thetford Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Trust must comply with any such direction.

30. Records of applications and admissions to the Thetford Academy shall be kept by the Thetford Learning Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

Admission Number(s)

31. The Thetford Learning Trust has the following agreed admission number for the Thetford Academy for the year 2010/2011 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

a) 310 for pupils in Year 7

20 for pupils in Year 12.

a) The Thetford Academy has capacity for 242 pupils in the sixth form. It will provide places for at least 140 internal and external pupils in year 12. Of these places, 20 will be offered to external applicants (the ‘admission number’). The Thetford Academy will accordingly provide for the admission of 140 pupils to the sixth form if sufficient requests for entry are received. Entry and progression will be dependant on meeting criteria for the courses on offer; these can be found in the Academy Prospectus.
32. In any specific year, the Thetford Learning Trust may set a higher admission number than the Thetford Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Thetford Learning Trust will consult those listed at paragraph 14. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

33. If the Thetford Academy admits a total of 26 pupils in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

**Process of Application**

34. Arrangements for applications for places at the Thetford Academy will be made in accordance with the Norfolk County Council's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

35. The Thetford Learning Trust will use the Norfolk County Council's timetable for applications to the Thetford Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Norfolk County Council as agreed by the Admissions Forum, Norfolk County Council local schools and Academies.

   a) By September - The Thetford Learning Trust will publish in the Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Thetford Learning Trust will also provide information in relation to the Academy to Norfolk County Council for inclusion in the composite prospectus, as required;

   b) September/October - The Thetford Learning Trust will provide opportunities for parents to visit the Thetford Academy;

   c) October – Common Application Form to be completed and returned to Norfolk County Council to administer

   d) 30/11/2010 Norfolk County Council sends Academy applications to the Thetford Learning Trust;

   e) 14/1/2011 Thetford Learning Trust sends a list of pupils to be offered places at the Academy to Norfolk County Council;
f) February – Norfolk County Council applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.

g) 1st March offers made to parents.

36. From 2011-12 there will be a national closing date for applications as follows:

a) 31 October for secondary applications; and

b) 15 January for Primary applications

The Thetford Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

37. The Thetford Learning Trust will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Thetford Learning Trust will offer places at the Thetford Academy to all those who have applied.

Procedures where the Academy is oversubscribed

38. Where the number of applications for admission is greater than the published admission number [Year 7], applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where the Thetford Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

a) Children in Public Care ["Looked After Children" as defined in Section 22 of the Children Act 1989];

b) Children who are due to transfer and live in the area served by the school

c) Children living in the area served by the Academy who are attending a middle school and are not due to transfer until the following year

d) Children who are due to transfer and live outside the area served by the Academy, who have an older brother or sister attending the Academy at the time of admission.

e) Children who are due to transfer and live outside the area served by the Academy.

3 The Catchment area served by the Academy is Thetford, Brettenham and Croxton.

4 A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends the Academy in any year group excluding the final year. The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to Sixth Form. This includes brothers, sisters, stepbrothers and stepsisters. In addition, biological siblings who attend the Academy will be treated as siblings irrespective of place of residence.
Academy and attend a feeder school⁵ at the opening date of the Admissions round, i.e. 14ᵗʰ September 2010.

f) Children who are due to transfer and live outside the area served by the Academy.

g) Children living outside the area served by the Academy who are attending a middle school and are not due to transfer who have an older brother or sister attending the Academy at the time of transfer.

h) Children living outside the area served by the Academy who are attending a middle school and are not due to transfer.

i) admission of pupils on the proximity to the Academy using straight line measurement from the main entrance of the Thetford Academy to the main entrance to the child’s home.⁶

Post 16 admission criteria

39. The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the post-16 provision⁷. Both internal and external pupils wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for the sixth form.

In addition to the sixth form’s minimum academic entry requirements, pupils will need to satisfy minimum entrance requirements for the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available and after the admission of pupils with statements of Special Educational Needs where the

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⁵ The Academy’s feeder schools are Admiral’s Junior, Bishops Primary, Norwich Road Primary, Queensway Junior, Redcastle Furze Primary.

⁶ The main entrance of the Thetford Academy is defined as 17 Bridge St Thetford, Norfolk IP24 3AE (The proposed location of the Thetford Forum site.)

⁷ The Minimum Qualifying Standards (MQS) for entry to the Sixth Form is defined as either 5A*-C at GCSE for Level 3 courses or 2 D-G at GCSE for Level 2 courses. There is no MQS for Level 1 courses. Both internal and external applicants will need to meet the MQS in order to gain entry.
Thetford Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

a) Children in Public Care ["Looked After Children" as defined in Section 22 of the Children Act 1989];

b) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission;

c) admission of pupils on the proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child's home.

40. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

41. Subject to any provisions regarding waiting lists in Norfolk County Councils co-ordinated admission scheme, the Thetford Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the first term. This will be maintained by the Thetford Learning 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.

42. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38. (or for post-16 paragraph 39) above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Admitting Pupils to Other Year Groups, Including To Replace any Pupils who have Left the Academy

43. From 2010-2011 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Thetford Academy's right to determine which applicants have priority for admission.

44. Subject to any provisions in Norfolk County Council co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Thetford Learning Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 38 (or for post-16 places, paragraph 39) shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for Admission of pupils as the Academy Builds to its Full Capacity

45. The Thetford Academy will open on 1 September 2010 with a
Published Admission Number relating solely to pupils in Year 7 and, where relevant, Year 12. Pupils in subsequent Years will have been transferred automatically from the predecessor schools, Charles Burrell Humanities School, Rosemary Musker High School, and Thomas Paine Sixth Form which will both close on 31 August 2010. All children offered a place for September 2010 in Charles Burrell Humanities School, Rosemary Musker High School and Thomas Paine Sixth Form will be admitted to the Academy.

46. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Thetford Academy and the efficient use of resources.

47. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.