



# ORMISTON DENES ACADEMY

**RE: Consultation on admission arrangements**

2<sup>nd</sup> October 2024

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 2024 until 12th November 2024; during this time, parents are invited to express their views and any concerns about the proposed change to our admission arrangements at Ormiston Denes 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:

- A reduction in Year 7 admission numbers.

This is being proposed due to the gap between the Published Admission Number (PAN) of 200 and the actual student numbers attending the school, there is a need to consider reducing the PAN of the school as part of the wider review of school places in this area. Excessive surplus places has created a significant challenge for the school in respect of providing a cost effective class structure and managing to maintain a balanced budget. Although the school has managed the budget effectively over the past 5 years this is no longer sustainable. Reducing the PAN to 162 will provide stability in its long-term planning and allow the school to continue to secure high quality educational outcomes for the students currently on roll, while continuing to provide an appropriate number of places for future pupil numbers in-line with demand.

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party at Ormiston Denes Academy we are keen to hear your views on the proposed change to admission arrangements; 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 12<sup>th</sup> November to: Miss S. Watson** at [swatson@ormistonden.co.uk](mailto:swatson@ormistonden.co.uk)

Please note that written responses should outline your personal details, including your name, address and relationship to the academy. You are also encouraged to provide feedback on the academy website using the Contact us email, which can be found [here](#).

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 proposal document, copies of which can be located on the academy website or in hard copy from reception.

Yours sincerely,

**Kate Williams**  
Principal

Ormiston Academies Trust

## Ormiston Denes Academy Admissions policy 2026-2027

### Policy version control

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Description of changes	<ul style="list-style-type: none"> <li>▪ Re-formatted into new policy template and re-numbered</li> </ul>

## Contents

Ormiston Academies Trust .....	2
I. Policy statement and principles .....	4
1.1. Policy aims and principles .....	4
1.2. Monitoring and review .....	4
2. Academy admissions .....	4
2.3. Definitions .....	5
2.4. Distance .....	5
2.5. Dual address .....	5
2.6. Catchment area .....	5
2.7. Siblings .....	5
2.8. Eligibility criteria .....	5
2.9. Waiting list .....	6
2.10. Withdrawal of a place .....	6
2.11. Determining arrangements and consultation .....	6
2.12. Admission of children outside their normal age group .....	7
2.13. Complaints about admissions arrangements .....	7
3. Secondary admissions .....	7
3.2. Number of spaces (PAN) .....	7
3.3. Application process .....	8
3.4. Admissions criteria .....	8
3.5. Oversubscription criteria .....	8
3.6. In-year admissions .....	9
3.7. Unsuccessful applications .....	9
Appendix 1 <b>[delete appendix 1 from final policy before publishing online]</b> .....	10
Consultation process .....	10
What constitutes consultation? .....	10
Appendix 2 <b>[delete appendix 2 from final policy before publishing online]</b> .....	12
Admissions policy consultation letter .....	12

## 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 2026 - 2027. 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 via our social media links. Arrangements for visits outside these dates can be made through the academy office by calling 01502 574474.
- 1.1.4. Ormiston Academies Trust (OAT) is the admissions authority 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 Mrs Rosie Horsfield, Assistant Principal responsible for admissions in the first instance.

## 2. Academy admissions

- 2.1. The academy admits students between the ages of 11 and 16. The main intakes are secondaries.
- 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 main gate and the child's home address (front door).

2.4.2. All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where two dwellings have 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.

## 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. Catchment area

2.6.1. The academy has adopted the catchment area map as defined by Suffolk County Council and can be found at <https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/school-catchment-areas>

## 2.7. Siblings

2.7.1. 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

2.7.2. 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.

## 2.8. Eligibility criteria

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

## 2.9. Waiting list

- 2.9.1. 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.
- 2.9.2. 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.

## 2.10. Withdrawal of a place

- 2.10.1. 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
- 2.10.2. 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.

## 2.11. Determining arrangements and consultation

- 2.11.1. Admissions arrangements will be determined annually by the academy local governing body, this will happen even if there are no changes from previous years and a consultation is not required.
- 2.11.2. If the academy changes any significant aspect of the admissions procedure, then OAT 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 OAT.
- 2.11.3. 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.
- 2.11.4. 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 OAT. Any subsequent changes will be made in consultation with OAT.
- 2.11.5. 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.

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

- 2.12.1. 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, Mrs Rosie Horsfield, Assistant Principal responsible for admissions. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.
- 2.12.2. 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 local governing body 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 student's academic development
  - The student'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
- 2.12.3. 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 student 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.
- 2.12.4. Once the governing body 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.

## 2.13. Complaints about admissions arrangements

- 2.13.1. 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.
- 2.13.2. Complaints about the appeals panel can be made to the Secretary of State.

## 3. Secondary admissions

- 3.1. The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Mrs Rosie Horsfield, Assistant Principal responsible for admissions.

### 3.2. Number of spaces (PAN)

- 3.2.1. The academy has a PAN of 162 for admission to Year 7.

### 3.3. Application process

- 3.3.1. Applications for the 2026-2027 academic year begins September 2025.
- 3.3.2. 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. The admissions form can be found using [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Further information can be found by contacting our admissions officer using [oda\\_admissions@ormistonden.co.uk](mailto:oda_admissions@ormistonden.co.uk).
- 3.3.3. Late applications will not be considered until all other applications have been reviewed.
- 3.3.4. 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 local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

### 3.4. Admissions criteria

- 3.4.1. If the number of applications is less than the number of spaces, then all children will be offered places.
- 3.4.2. Where a pupil has an Education Health and Care plan which names the academy that pupil will be admitted, and the number of available places reduced accordingly.

### 3.5. Oversubscription criteria

- 3.5.1. 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:
  - [MBI]**
  - 3.5.1.1. 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 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.
  - 3.5.1.2. Siblings of pupils who are already at the school or who have already been offered a place and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

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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.



Children who are ordinarily resident in the catchment area (Blundeston Primary, Corton Primary, Gunton Primary, Northfield St Nicholas Primary, Oulton Broad Primary, Poplars Primary, Roman Hill Primary, St Margaret's Primary, Somerleyton Primary, Woods Loke Primary).

Children who attend a primary school within the catchment area

Children who live outside the school's catchment area.

### 3.6. In-year admissions

- 3.6.1. 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 In-year admissions forms can be obtained from [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or our website at [www.ormistonden.co.uk](http://www.ormistonden.co.uk)
- 3.6.2. The academy will participate in the LA's Fair Access Protocol. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student 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 student's admission.
- 3.6.3. 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.

### 3.7. Unsuccessful applications

- 3.7.1. The academy will inform the child's parent 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.
- 3.7.2. 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 of any admissions appeals.
- 3.7.3. 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.



# ORMISTON DENES ACADEMY

## Appendix 1 [delete appendix 1 from final policy before publishing online]

### Consultation process

#### 1 October 2024

The date at which academies **must** begin the six-week consultation period if any changes to the policy are being made.

#### 22 November 2024

The last possible date that academies can submit their final policy to the Governance Team having closed consultation and made changes if necessary

#### 31 January 2025

The date by which the Governance Team will return your admissions policy with confirmed approval

#### 28 February 2025

The deadline by which academies **MUST** publish their 2026-2027 policy online and their appeals timetable on the academy website

#### 28 February 2025

The deadline by which academies should send their admissions policy to their LA.

### What constitutes consultation?

Consultation involves sending out the school's proposed admission policy **before** it is determined to invite comments or objections. Schools **MUST** consult with, i.e. send their proposed admissions policy to:

- Parents of children between the ages of two and eighteen
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools). This would include any other school in the borough which is their own admission authority.
- The local authority
- Any adjoining neighbouring local authority

Good practice would be to ask all your feeder primary schools to send out letters to parents, put a notice in your local paper, advertise the consultation in other local areas or community centres etc. Make a record of all the ways in which you ensured the community was informed of the consultation.

For the duration of the consultation period, the school **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the school to whom

comments may be sent and the areas on which comments are not sought. Schools **MUST** also send upon request a copy of the proposed policy to any of the person or bodies listed above inviting comment.

Failure to consult effectively may be grounds for subsequent complaints and appeals and so it pays to get the consultation right.

## Appendix 2 [delete appendix 2 from final policy before publishing online]

### Admissions policy consultation letter

Address line one  
Address line two  
Town  
County  
Postcode  
Date

#### 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 2024 until 12th November 2024; during this time, parents are invited to express their views and any concerns about the [proposed changes to the] admission arrangements at [name of 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.

**[Choose one of the two options set out below.]**

**[Changes are proposed]**

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

- [Brief outline of the key proposals, e.g. an increase in admission numbers]

This is being proposed as [state reason behind proposal, e.g. due to the rapid growth in the area, there has been an increased demand for school places].

A full version of the proposed changes to the admission arrangements, as well as the rationale behind them, is available to view on the academy website or in hard copy from [the school office].

**OR**

**[Changes are not proposed – this is the version to use if you are doing the statutory 7-year consultation]**

For this reason, a consultation is currently being held to meet the academy's statutory duty; however, it should be noted that no changes to the current admission arrangements have been proposed.

[For either option, the following information should also be included.]

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party at name of academy, we are keen to hear your views on the proposed changes/current admission arrangements; 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 12<sup>th</sup> November to:

Address or email address.

Please note that written responses should outline your personal details, including your name, address and relationship to the academy. You are also encouraged to provide feedback on the academy website here: link to website.

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 proposal document, copies of which can be located on the academy website or in hard copy from the school office. If you wish to further discuss this matter, or anything mentioned in this letter, please contact the school office on phone number or email address.

Yours sincerely,

Name

Principal