



OLD BUCKENHAM HIGH SHOOOL

ADMISSIONS POLICY 2026

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| Author / Edited by | Mr P Beale |
| Date | 25 February 2025 |
| Executive summary | This policy has been reviewed and proved by the Admission Authority in accordance with the Schools Admissions Code 2021. |
| Review Body | Admissions Authority |
| Review frequency & next review due | Annually – Autumn Term |
| Comments | This policy is available on our school website and is available on request from the school office. |

Introductory Statement

Old Buckenham High school is part of Sapientia Education Trust (SET), a Norfolk based Multi-Academy Trust. SET is the Admissions Authority and this policy is administered by the school on behalf of SET. Admission to Old Buckenham High School is regulated by this policy which has been determined in accordance with the statutory School Admissions Code issued under Section 84 of the School Standards and Framework Act 1988.

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

Admission number(s)

The school has an admission number of 115 in Year 7 in September 2026.

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 Year 7 places 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 31 October 2025.

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 2 March 2026.

Places may be available in other year groups where a pupil has withdrawn from the School. There is no guarantee that such places will be available in any particular year. In-year admission applications should be made through the School office in the first instance by contacting office@obhs.org.uk

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. First priority is given to candidates who are looked after or are previously looked after in accordance with paragraph 1.7 of the Schools Admission Code (September 2021).

2. Priority will next be given to siblings of pupils who will already be on the roll of the school 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/carer 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 by the Local Authority.
4. Children of staff (includes support and teaching staff on a permanent contract) at the school where the member of staff is the legal parent / guardian of that child and:
 - (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or
 - (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

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 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.

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

Pupils who are unsuccessful in obtaining a Year 7 place will be maintained on a waiting list managed by the Local Authority until 31 December 2026

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 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 28 March 2026.

Notes:

The **home address** is where a child normally lives. Where a child lives with parents/carers 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/carers stating the pattern of residence. If a child's residence is split equally between both parents/carers, then parents/carers 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/carers 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/carer 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.

ADMISSIONS TO OLD BUCKENHAM HIGH SCHOOL FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS STATEMENT/EDUCATION HEALTH AND CARE PLAN AND/OR DISABILITIES

Introduction

Old Buckenham High School is an inclusive school and is proud to educate a wide range of students, including students with Special Educational Needs and disabilities. This leaflet is designed to explain how admissions arrangements for students with an Education Health and Care Plan and other students with SEND are handled at the school.

Admissions and the Law

Old Buckenham High School administers own admission arrangements on behalf of Sapientia Education Trust under the terms of the Supplementary Funding Agreement with the Secretary of State. That agreement places certain obligations on the school around admissions and, in particular, requires compliance with the terms of the School Admissions Code. The admission of a student with an Special Educational Needs (SEN) Statement/Education Health and Care Plan (EHCP) will be administered through Norfolk Local Authority for those students who reside in Norfolk.

The School is also committed to meeting its responsibilities under the Equalities Act to make reasonable adjustments to facilitate the admission of a student with a disability.

Contact with Staff

The parent/carers of a prospective pupil seeking admission to the school through an SEN Statement/ECHP should register their interest with the Headteacher and their EHCP coordinator in the first instance. He/She will pass on the email address for the SENDCO to discuss the proposed admission.

These staff members are pleased to help prospective pupils and their parents. However, they do not make decisions about the feasibility or otherwise of an admission and nothing that they say should be taken as an indication that a place at the school will be available to any individual student or that the school will be able to provide any particular arrangement for any pupil, if admitted.

The parent/carers of a prospective pupil with a SEN and/or disability are also welcome to contact the Headteacher to discuss any reasonable adjustments that might be required.

Resources at the School

The resources for supporting students with Special Educational Needs and or a disability are no better or worse than at any other mainstream school. Although the school aims to deal professionally with a range of Special Educational Needs and disabilities, it does not purport to have any greater expertise or success in doing so than any other mainstream comprehensive school or Academy.

The EHC Needs Assessment Process

The Headteacher, on behalf of the Governing Body, is asked to comment on a proposal to name the school in a SEN Statement/EHCP. The Headteacher will formally object to the naming of the School where in his professional opinion it seems that to admit the pupil concerned would be incompatible with the efficient education of other pupils or would be an inefficient use of resources for the School or the Local Authority.

Contacts

All initial queries about admission to Old Buckenham High School must be directed to the Headteacher.