

Admissions Arrangements for Icen Secondary Academy

Academic year 2026- 2027



Review Date

November 2024

Ratified

January 2025

Responsible Person

Trust Board

Our Trust

*These four critical questions make it clear who we are and what we do.
We ask ourselves these questions to guide our work and our improvement.*

Why do we exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.

How do we behave?

- **Hard work**
We are determined to see things through to the end and are resilient when faced with challenges.
- **Integrity**
We do the right thing because it is the right thing to do.
- **Teamwork**
We work together to help everyone succeed.

What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.

How will we succeed?

1. Aligned autonomy
2. Keeping it simple
3. Talent development

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1. Legal Framework and Guiding Principles

1.1 Academy Transformation Trust is a multi-academy trust consisting of academies in the East and West Midlands and in the East of England. Our Trustees are the admissions authority for all our academies, and they apply all aspects of the regulations and procedures detailed in these admission arrangements fairly and equally to all those who wish to attend one of our academies.

1.2 These admission arrangements have due regard to the following legislation and any regulations thereunder:

- The *School Admissions Code* (2021)
- The *School Admission Appeals Code* (2022)
- The *Equality Act* (2010)
- The *Human Rights Act* (1998)
- The *School Standards Framework Act* (1998)

Further information on the regulations related to academy admissions can be found [here](#).

1.3 All children with an Education, Health and Care Plan (EHCP) that specifies the academy as the placement school will be automatically admitted. Information on the academy's local SEN offer can be found on the academy's website.

1.4 Where fewer applications are received than the number of places available for a relevant age group (i.e., the normal age that pupils are admitted to the academy), all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group, the oversubscription criteria detailed at 5.1 will be used to determine which children are offered a place.

1.6 The Local Governing Body (LGB) for the academy has responsibility, on behalf of ATT's Directors, for monitoring the application of these admission arrangements to ensure fairness and consistency across our Trust.

1.7 For the purposes of these admission arrangements, working days are defined as days when the relevant academy is open to pupils.

2. How to Apply for a Place

- 2.1 If you are applying for a place during the normal admissions round, you should use the Common Application Form (CAF) provided by the Local Authority.
- 2.2 The normal admissions round covers applications for admission in a relevant age group which are made in time for the Local Authority to offer a school place on national offer day. Please see [Section 3](#) for details regarding in-year admissions and [Section 11](#) for how we deal with other circumstances.
- 2.3 If your child has an Education, Health and Care Plan (EHCP) you must contact the SEN Team at your home Local Authority (where you live, which may be different to the authority in which the academy is situated). If the school is oversubscribed, children will be admitted in accordance with the oversubscription criteria in the order listed below, once all children with an EHCP, naming the school are admitted.
- 2.4 Please check the application process for the Local Authority by visiting their [website](#). Please ensure that you submit your application either in writing or online, but not by both methods. For the purposes of these admission arrangements, this type of application process will be referred to as CAF submission.
- The deadline for applications to be allocated on national offer day to take up a place in September 2026 is 31 October 2025.
- 2.5 Applications received after the deadline will be treated as late applications and considered in accordance with the Local Authority's co-ordinated scheme. Details of this will also be available on the Local Authority's website.
- 2.6 Applications submitted later than the first day of the academic year, if that is not 1 September must be submitted as an in-year admission (see [Section 3](#)).
- 2.7 For admission into any year groups after the deadline, see [Section 3](#) below.

3. In-Year Admissions

- 3.1 In-year admissions occur when an application for admission is made outside the normal admissions round. All in-year admissions are conducted by the academy.
- 3.2 Initial applications for in-year admissions should be made directly to the academy. Applications will be considered by a panel of 3 members, established by the governing body.
- 3.3 The details of the in-year application process are available in the In-Year Admissions Application Form available at [Appendix 2](#), or by contacting the academy directly at Icen Secondary Academy, Stoke Road, Methwold, Thetford, Norfolk, IP26 4PE.

- 3.4 Applications that have been made directly to the academy for year groups other than the entry year will be put to the academy's admissions panel to determine if places are available, or whether admissions would cause prejudice to the provision of an efficient education. Applications for the entry year will be dependent on PAN.
- 3.5 The academy admissions panel will issue a decision on an individual admission within fifteen working days following receipt of an application.

4. How Many Pupils Will Be Admitted?

- 4.1 The Trust has set the number of pupils who will be admitted to the entry year during the normal admissions round. This number is the Published Admissions Number (PAN).
- 4.2 If the number of applications received for the entry year exceeds the PAN, the oversubscription criteria will be used to determine which pupils are allocated a place.
- 4.3 The PAN for Year 7 (entry year) is 140.

5. Oversubscription Criteria

- 5.1 If there are more applications for places than there are places available, we will give preference to children according to the following criteria, in this order of priority:
- i. **Looked after children and all previously looked after children**, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Per the School admissions Code (clause 1.7) a looked after child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014

is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- ii. **Children whose siblings live at the same address**, currently attend the academy and who will still be attending the academy at the point of admission. For the purposes of these admission arrangements a sibling is classed as children living permanently at the same address as a child already attending the academy and either have one or both parents in common, are related by a parent's marriage or civil relationship, are adopted or fostered by a common parent, or are related to children who live at the same address whose parents live as partners. If children of multiple births (twins, triplets etc.) require admission in the same year group and there is only a single place left within PAN, the school will offer places above the PAN.
- iii. **Children of permanent teaching and support staff** of an ATT academy who have been employed at the academy for 2 years or more at the time of application, or a member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage at the same academy.
- iv. **Other children by distance from the academy**, with priority for admission given to children who live nearest to the academy (as measured by a straight-line distance) from the child's property address point to the academy's property address point.

6. Application of Oversubscription Criteria

- 6.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy's records.
- 6.2 The address given on the application form will be used to assess the straight-line distance between the child's property address point and the academy's property address point.
- 6.3 If, following the application of the oversubscription criteria, two or more applicants are judged to have equal priority for the final place at an academy, random allocation will be used to determine who receives the place. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.
- 6.4 An exception to 6.3 is where the applicants judged to be of equal priority live at the same address. In this case, the academy will admit them all.
- 6.5 Where a child lives with parents that have shared responsibility for the child, the address used is the home at which the child mostly wakes up on school days. Where responsibility is shared equally, parents should submit full details (including any documentary evidence) at the time of application.

- 6.6 When considering applications from children of UK Service personnel and Crown Servants we will allocate a place in advance of the family arriving in the area (as long as a place is available), provided the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria as long as some evidence of the parent's intended address is provided. We will use a unit or quartering address as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

For information about children of UK service and Crown servants please see [appendix 3](#).

7. When Do I Find Out Whether My Child Has Been Offered a Place?

- 7.1 If you have applied for year 7 using the CAF, and your application was submitted by the deadline, you will receive notification from the Local Authority advising you of the school your child has been allocated. Notifications will be issued on 3 March 2026.
- 7.2 For late applications made using the CAF, you will receive a notification from the Local Authority advising you of the school your child has been allocated on the date specified by the Local Authority's policy on late applications.
- 7.3 Once a place has been allocated at the academy, the academy's Principal will contact you to provide further details of the induction process.

8. What Happens if I Have Not Been Allocated a Place in Year 7?

- 8.1 If your child has not been allocated a place in Year 7, their name will be added to the waiting list until the end of Year 7. The waiting list will then be cleared, and you will have to make an in-year application for your child to join the next year's waiting list (see [9.2](#)). The *School Admissions Code* does not permit waiting lists to roll over from one year into the next.
- 8.2 When additional applications are received, the list will be rewritten using the published criteria for oversubscription. If a place at the academy becomes available children will be admitted from the waiting list (see [Section 9](#)). In line with the *School Admissions Code 21 clause 2.15*, each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority cannot be given to children based on the date their application was received, or their name was added to the list. Looked after children or

previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must be given precedence over those on a waiting list.

- 8.3 You also have the right to appeal the decision ([see Section 10](#)).
- 8.4 Repeat applications on behalf of the same child, for admission in the same academic year, will not be considered unless the applicant can provide evidence that there has been a significant change in the particular circumstances of that child and/or the academy.

9. Waiting Lists

- 9.1 The academy will maintain a waiting list for each year group. Children are only added to the waiting list following an unsuccessful formal application to join the academy.
- 9.2 The waiting list for each year group is cleared at the end of each academic year and parents wishing to apply for future years would need to resubmit an application ([see Section 3, In-Year Admissions](#)).
- 9.3 Children are inserted into the waiting list in order of the oversubscription criteria detailed at [5.1](#). Each new application received will require the waiting list to be re-ranked in accordance with our over subscription criteria. Waiting lists are not prioritised by the date of applications or the date on which a name was placed on the list.
- 9.4 All Local Authorities must have a Fair Access Protocol, which the academy is required to be part of. This is to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admission process. Children admitted through the protocol may be placed in a year group which is full and will take precedence over other children on the waiting list. It is the Local Authority's decision to determine which children are dealt with by the protocol and the academy is obliged, as are other schools within the district, to admit a proportion of these children.
- 9.5 Eligibility for the Fair Access Protocol does not limit your right to make an in-year application for your child. Applications will be processed in accordance with our usual in-year admission procedures and children will not be refused a place on the basis that they may be eligible to be placed via the Fair Access Protocol. You will continue to have the right of appeal for any place your child has been refused, even if your child has been offered a school place via the Fair Access Protocol.

10 Appeals Against Admissions Decisions

- 10.1 If you wish to appeal against our decision not to admit your child(ren) you should complete the form at [Appendix 1](#) and submit it to the address specified.
- 10.2 For applications made during the normal admissions round the deadline for submitting an appeal is **20 school days** after the National Offer Day, which in 2026 is 03 March 2026.
- 10.3 Appeals will be heard within 40 days of the deadline for submitting appeals. Any late applications will be heard within this timeframe if possible, or else within 30 days of the appeal being lodged.
- 10.4 Once you have submitted your appeal form, we will acknowledge receipt of the form within five working days. We will then forward the appeal form to our admissions consultant who will organise for an appeal hearing to be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code (2022). There may be occasions when this is not possible, and in this case the Local Authority will be contacted to arrange an appeal.
- 10.5 The appeals hearing will take place prior to the end of the academic year for applications submitted during the normal admissions round. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.
- 10.6 You will receive at least ten working days' notice of the appeals hearing date and additional information will be provided at this time.
- 10.7 If you miss the deadline for lodging an appeal, we will try, where possible, to hear your appeal within the same timeframe as if it had been on time. However, if this is not possible, it will be heard at a later date.

11. Exceptions and Specific Circumstances

- 11.1 **EHCPs** - All children whose EHCP names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.
- 11.2 **Applications for Admission Outside a Child's Normal Age Group** - It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the academy in writing for a place outside their normal age group. This request should be in writing to the Principal stating why your child should be admitted to another year group and stating which year group.

It might be helpful to include, where relevant, any supporting evidence such as information about your child's academic, social and emotional development, where relevant, their medical history and any views of medical professionals, and whether they have been

educated outside their normal age group previously and whether they may have naturally fallen into a lower age group if it were not for being born prematurely.

Decisions will be made as part of the main admissions round, unless the parental request is made too late for this to be possible, in which case a decision will be made within 30 school days of the application and supporting evidence being received.

Decisions will be based on the circumstances of each case and in the best interests of your child, in line with the School Admissions Code. This will take into account the views of the Principal and yourselves and any information provided by you. We will write to you with the outcome including the reasons for the decision. There is no right of appeal against a refusal to offer a place in a preferred age group. The right of appeal only applies against a refusal of a place at the school.

Appendix 1: Admissions Appeals Form

To be posted to: Admissions Appeals, Academy Transformation Trust, Unit 4, Emmanuel Court, Reddicroft, Sutton Coldfield, B73 6AZ, **or e-mailed** to appeals@academytransformation.co.uk.

Admission Appeals

On receiving an admission appeal ATT will commission an independent panel to hear the appeal, who are all independent of the academy and the Trust. If this is not possible, the Local Authority will be contacted to arrange an appeal.

ACADEMY APPEAL RELATES TO	
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SECTION 1: CHILD'S DETAILS	
Surname	
First and middle name(s)	
Male / Female	
Date of birth (DD/MM/YY)	
Current year group	
Current Home Address	

SECTION 2: YOUR DETAILS	
Title: (Mr, Mrs, Miss, Ms etc.)	
Name	
Relationship to child	
Contact number	
Address if different from child	
Email address	

SECTION 3: SPECIAL ARRANGEMENTS

Please give details if you have a disability or special need which would affect your ability to attend the meeting:	
Do you need an interpreter?	Yes No
If yes, which language?	

SECTION 4: OVERSUBSCRIPTION CRITERIA

Has your child an Education, Health and Care Plan?	Yes No
If yes, is this academy listed on your child's plan?	Yes No
Is your child a looked after child or previously looked after?	Yes No
Is your child classed as IAPLAC (Internationally Adopted Previously Looked After Child)?	Yes No
Is another child registered at the same address in attendance at the academy?	Yes No
If yes, child's name:	

SECTION 5: REASON FOR THE APPEAL

Please provide as much detail as possible and include any evidence in support of your appeal with this form. Continue overpage if needed.

Appendix 2

In-Year Admissions Form



Please complete this form and return to your preferred academy to request a school place

Please note: Only people with parental responsibility, or professionals working with the family, such as social workers, should complete this form.

For children with an EHCP the in-year admission process will not apply and parents should contact their home Local Authority SEN Team. The child will be offered a place if the Local Authority's SEN Team names the school in the EHCP.

CHILD'S DETAILS	
Surname	
First name	
Middle name(s)	
Male / Female	
Date of birth (DD/MM/YY)	
Current year group	
Current Home Address	
<i>If you are moving house, please give your new address and date of the move</i>	
OTHER DETAILS	
Date school place is required	

<p>Are you applying under the children of staff category?</p> <p>See clause 5.1 (iii) of the admission arrangements</p>	Yes / No
<p>Are you applying under the siblings category?</p> <p>See clause 5.1 (ii) of the admission arrangements</p> <p>If yes, please provide name, date of birth and the start date</p>	Yes / No
<p>Is your child a looked after child, or a child who was previously looked after, or who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of adoption?</p> <p>Please see clause 5.1 (i) of the admission arrangements</p>	Yes / No

APPLICANT'S DETAILS AND DECLARATION

<p>I declare that the information contained in this application is true and I am aware that failure to provide accurate information may result in the child's offer or placement being withdrawn in accordance with paragraphs 2.12 and 2.13 of the Schools Admissions Code and also s 84 of the School Standards & Frameworks Act. I do have parental responsibility for the child I am applying for.</p> <p>By completing and signing this application form, you will be giving your consent for us to share information as appropriate.</p>	
Title: (Mr, Mrs, Miss, Ms etc.)	
Name	
Relationship to child	
Contact number	
Address if different from child	

Email address	
Signature	
Date	

Please ensure the details are correct and it is your child's permanent home address; NOT the address of a business, a relative, a friend, a childminder, a temporary address, or an address to which you hope to move.

Data Protection. In accordance with the General Data Protection Regulation (GDPR) and Data Protection Act (2018) we must inform you how we use this information. Academy Transformation Trust uses this information for the purposes of school admissions, in line with our responsibilities under the School Standards and Framework Act (1998).

Appendix 3

Children of UK service personnel and crown servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, ATT as the admission authority will:

1. Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. As the admission authority ATT will not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
2. Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
3. Not reserve blocks of places for these children
4. Ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the Local Authority's composite prospectus.