

# Admissions Policy

## September 2027 entry

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Approved by: Trust Board

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Last reviewed: February 2026

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Next review due by: February 2027

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## 1. Introduction

This policy sets out the admission arrangements for East Point Academy for September 2027 entry. Inspiration Trust is the admissions authority for East Point Academy.

## 2. Aims

This policy aims to:

- Explain how to apply for a place at East Point Academy.
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## 3. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

East Point Academy is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

## 4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by the Local Authority.

**Looked after children**, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted. 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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

## 5. Published Admission Number (PAN)

East Point Academy has a published admission number (PAN) of 180 pupils for entry in Year 7.

## 6. Oversubscription Criteria

All children whose education, health and care (EHC) plan name East Point Academy will be admitted before any other places are allocated.

In the event that East Point Academy receives more applications than the number of places it has available, the order in which places will be allocated will be as follows:

1. Highest priority will be given to looked after children and all previously looked after children. Applications in this category may need to be supported by documentary evidence confirming the child's status. Ideally any evidence should be received by the application deadline in the normal admission round.
2. Priority will next be given to children with siblings on roll at East Point Academy at the point of application for the new pupil. Siblings include full siblings (sharing both parents), half siblings (sharing one parent), step siblings (one child's parent married to the other child's parent), foster siblings, adopted siblings or children of their parent's cohabiting partner. In all cases the sibling must live at the child's home address (as defined by this policy). Priority will not be given to children with siblings who are former pupils of East Point Academy. The sibling's full details must be provided in the application form.
3. Priority will next be given to children of staff members based at East Point Academy, in either of the following circumstances:
  - The member of staff has been employed at East Point Academy for two or more years at the time at which the application for admission to the school is made, or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

For the purposes of this criterion:

- 'Staff members' means any person employed by Inspiration Trust and based at East Point Academy on a permanent or fixed term contract for 0.5 FTE (full-time equivalent) or more, including teaching staff, support staff and leadership staff.
- 'Children of staff members' includes the staff member's natural child, adopted child, stepchild, or child of the staff member's partner where the child lives with the staff member as part of their family unit for the majority of the school week.
- 'Based at East Point Academy' means their primary place of work where they spend the majority of their contracted working time. It is not possible for a staff member to have priority at more than one academy within the Inspiration Trust. Where a staff member works across multiple academies within the Inspiration Trust, they may only claim priority at the academy where they spend the majority of their working time.
- A 'demonstrable skill shortage' will be determined by the Inspiration Trust at the point of recruitment, based on factors such as:
  - Difficulty in recruiting suitable candidates for the role
  - National or local shortage of qualified professionals in that field
  - Specialist qualifications or experience required that are in short supply

The determination of a demonstrable skill shortage must be documented in the recruitment process and confirmed in writing by the Inspiration Trust Chief People Officer.

Parents/carers wishing to claim priority under this criterion must indicate this on the Common Application Form and provide written confirmation on Inspiration Trust headed paper from the Chief People Officer, confirming:

- The staff member's name and role
- Their start date of employment at East Point Academy
- That they meet one of the two qualifying circumstances (employed for 2+ years or recruited to fill a demonstrable skill shortage)
- The relationship of the child to the staff member

This confirmation must be submitted to the school by the application deadline. The school reserves the right to verify this information with the Inspiration Trust HR department.

4. Priority will next be given to all other children who do not fall into any of the oversubscription categories above.

## **7. Tie Break**

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between East Point Academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy.

Distance will be measured in a straight line from the post office postcode address point on the child's home to the post office postcode address point on the academy, using a measuring system which relies on Ordnance Survey data and Post Office data.

Where the child lives in a multi-dwelling building (for example, an apartment block), distance will be measured from the same point in the building so that the distance will be the same for all children living there.

Where the distance between two or more children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified. Sealed envelopes with the name of one child per envelope will be drawn randomly.

## **8. Child's Home Address**

Where a child lives with separated parents who have shared responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expect evidence to support this at the time of application.

In cases where the child spends an equal proportion of the week with both parents, evidence of the main contact address and which parent receives the child benefit will be required to support the application. If neither parent is in receipt of child benefit, then we will use the address that the child is registered under at their GP surgery.

Where the child/child's family is/are not living in the area of the academy at the time the application is submitted, the application will still be accepted and processed. The address used will be the child's current address unless the application is supported by documentary evidence of the future new address which will meet the definition set out above.

## **9. Children of UK Service Personnel and Crown Servants**

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place

is available and 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, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

## **10. Twins, Triplets and Siblings of a Higher Multiple Birth**

Where a twin, triplet(s) or sibling(s) of a higher multiple birth achieves a place at the academy within the published admission number in the normal way, but their twin, triplet(s) or sibling(s) of a higher multiple birth do not achieve a place, the academy will admit their twin, triplet(s) or sibling(s) of a higher multiple birth even where this means exceeding the PAN.

## **11. How to Apply for Entry into Year 7**

Applications for admission to Year 7 in September are known as applications made 'in the normal admission round'. Applications in the normal admission round are coordinated by Suffolk County Council.

For applications in the normal admissions round, you must complete and submit the common application form provided by Suffolk County Council. Parents must state a preference for East Point Academy in the common application form.

You will receive an offer for a place directly from Suffolk County Council on National Offer Day.

## **12. In-Year Admissions**

An in-year admission application is one for admission to Year 7 which is submitted after the first day of term in September, or for admission to any other year group at any time. This is also known as admission 'outside the normal admission round'.

The PAN set for Year 7 only applies for the duration of the academy year of entry. Such applications may be refused where there are no places remaining with the PAN set for that intake.

Where applications are made for admission to any other year groups, the child will be admitted to the academy unless admitting an additional child would prejudice the efficient provision of education, and/or the efficient use of resources.

Where there are multiple applicants for a year group, and the academy has determined that only a lower number of additional children can be admitted without prejudicing the efficient provision of education, and/or the efficient use of resources, the admission committee will apply the oversubscription criteria to determine which of the children are offered a place.

You can find details on our in-year admissions and an application form on the [East Point Academy website](#).

Parents will be notified of the outcome of an in-year application in writing within 15 school days of receipt of the application.

Where a place is offered, arrangements will be made for the child to be admitted and start school as soon as possible, particularly where they are not currently attending school.

Where the application is refused, parents will be provided with the reason for refusal and information about the right to appeal (see section 15).

### **13. Waiting List**

East Point Academy will maintain a clear, fair and objective waiting list for children entering Year 7 until 31<sup>st</sup> December 2027.

Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously looked-after children, and those allocated a place at the academy in accordance with a Fair Access Protocol (see section 14) must take precedence over those on the waiting list.

### **14. Fair Access Protocol**

We participate in Suffolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to any school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 12).

### **15. Appeals**

Parents have a statutory right of appeal against the refusal of a place at the academy. This applies to all year groups.

If your child's application for a place at East Point Academy is unsuccessful, you will be notified in writing why admission was refused and given information about the process for hearing appeals, including the deadline for lodging an appeal.

You can find details of the appeals process and timetable on the [East Point Academy website](#).

Appeals will be heard by an independent appeal panel.

### **16. Requests for Admission Outside the Normal Age Group**

Parents have a right to request that their child is admitted to a year group other than their normal year group at the academy. This may be to a year group below or above, and there may be a variety of reasons for making this request.

Parents do not have a right to decide that their child will be admitted outside their normal age group. Such requests must be considered by the admission committee in order to decide whether or not to agree the request in principle, or refuse the request, taking into account the factors set out below.

Requests for admission outside normal age group are not applications for admission, which must still be made in the usual way. Parents are strongly encouraged to make their requests in writing in a timely manner, preferably well ahead of any application deadlines, so that they can obtain a decision in principle which will enable them to make informed decisions when they subsequently apply for admission. Written requests should be sent to the following address: [admissions@inspirationtrust.org](mailto:admissions@inspirationtrust.org) or Inspiration Trust, 28 Bethel Street, Norwich, NR2 1NR.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and views of a medical professional
- Whether the child has previously been educated out of their normal age group
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The Principal's views

The admission committee will notify parents of the outcome of their request formally in writing, explaining its reasons in sufficient detail for parents to understand why it came to that decision. Where the request is agreed in principle, this letter should accompany the application for admission subsequently made for a place at the academy.

Parents do not have a statutory right to appeal against a refusal of a request for admission outside normal age group, but they may submit a complaint under the complaints policy if they do not believe the request was dealt with by the admission committee properly.

## **17. Monitoring Arrangements**

This policy will be reviewed and approved by the Inspiration Trust Board of Trustees every year on or before the 28<sup>th</sup> February.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the agreed Published Admission Number), the Inspiration Trust Board of Trustees will publicly consult on these changes. Consultation will be for a minimum of 6 weeks and will take place between 1<sup>st</sup> October and 31<sup>st</sup> January of the school year before the arrangements are to apply.

The Inspiration Trust Board of Trustees will consult on the admission arrangements at least once every seven years, even if there have been no changes during that period.

Every year on or before the 15th March, the admission arrangements will be notified to all appropriate bodies as required by the School Admissions Code.