



Admission Policy

Academic Year 2025-26

Policy implemented	September 2025
Governing Body Approved	
Policy Review Date	September 2026

General

Pakefield High School remains committed to serving its continuing role as an academy committed to providing the best education for young people independent of ability or background.

The school will continue to work in co-ordination with the Local Authority to ensure smooth transition of management of the admission processes.

The Governing body gives delegated powers to decide upon admission of pupils into school, in accordance with this policy to the admissions committee. The admission authority must keep a clear record of any decision on applications, including in-year applications.

The school website has clear instructions for parents and carers to apply for a place at Pakefield.

The Governing Body of Pakefield High School is the admission authority for the school as it has Academy status. This means that it is the Governing Body that sets and applies the admissions policy for the school. All policy decisions regarding the admission of children into the school are made by the Governing Body.

Academy Admissions

The academy admits students between the ages of 11- 16 years of age. We encourage applications at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

Eligibility Criteria

Applications can be made for a Suffolk school when the child is not living in the UK. The application will be dealt with in line with the guidance provided by the Department for Education on their website www.gov.uk/guidance/schools-admissions-applications-fromoverseas-children.

How to Apply

The application process for admissions into Year 7 is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the Governing Body to offer places at the school.

Parents/carers should apply online at www.suffolk.gov.uk/onlineadmissions or submit a Suffolk Common Application Form (CAF1), available from their child's primary school or from the LA Admissions Team, no later than the National closing date of 31st October. Offer letters will be issued by the LA on the National Offer Date, March 1st (or the first working day after).

Late applications (those submitted after the national closing date) will be handled by the Admissions Team. (For further information and specific dates, please refer to the full

scheme for co-ordination, available from the LA Admissions team or from www.suffolk.gov.uk/admissions).

To apply for a place after the start of term or in any other year group, please contact the school directly and complete Pakefield High School in-year Admissions Application Form.

Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place. Please contact the school's attendance and admissions manager on 01502 530750 to make arrangements.

How places are offered

For admission into Year 7 each September, the LA, on behalf of the Governing Body, will offer places to 180 children. This is the Published Admission Number (PAN) for that Year group. In the event that more than 180 applications are received, we use our admissions oversubscription criteria to decide who will receive a place.

How to apply for places in all other Year groups

Applications can be made for places in these Year groups at any time of the year using the Pakefield High School Admissions Application Form, which can be downloaded from our website or obtained directly from the school office. You can also use the Suffolk application form ADM1, which is available via the LA Admissions Team on 0345 600 0981 or admissions@suffolk.gov.uk.

Once we have your application form we will determine the availability of a school place and potential start date. If we are unable to offer a place we will advise you and the LA Admissions Team.

Applications for a place outside of the normal age group

It is expected that children will normally be educated within their chronological year group. However, when requested by the parent for a place in a different year group, we will consider this on the basis of the circumstances in each case and in the best interests of the child concerned.

Parents should make any such request in writing, including, where relevant, any supporting evidence.

The school will make a decision, taking into account the views of the Headteacher. Decisions will be in line with the School Admissions Code, and any future guidance. The school will then inform the parents or carers of the outcome, including reasons for this decision.

If a request is refused the parents or carers will be given details on how to complain. A CAF1 form will need to be sent to the LA along with the decision letter and any other relevant

evidence by the National Closing Date. Even if the request is accepted there is no guarantee that a place will be available.

Selection Criteria

The academy is nonselective consequently selection criteria does not apply. If the number of applications is less than the number of spaces then all children will be offered places.

In the event of over-subscription

The criteria set out below will be applied and places offered in accordance with those criteria. Parents wishing to visit the school prior to submitting an application are welcome to do so. Visits are not interviews and do not affect any decision regarding the availability of a place.

Where a place is not available at the parents' preferred school, the Local Authority will inform the parents of the reasons and their right to appeal, sending them the necessary documentation to lodge an appeal if they so wish. This offer is exclusive to the normal admission round only.

Oversubscription Criteria

Under the law, children who have an Education, Health and Care Plan which names the school must be offered a place.

The following admissions oversubscription criteria show the order of priority for places.

For applications to the normal year of entry at a school, these criteria will be applied according to the evidence provided to show the circumstances existing before midnight at the end of the closing date.

For in-year applications, these criteria will be applied according to the evidence provided to show the circumstances existing at the time of application.

1. Children in care (looked after children) and children who were previously in care (children 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 in care, including those 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).
2. Sibling: where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.
3. Children who are ordinarily resident in the catchment area who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). 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 there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

4. Children who live outside the school's catchment area who live nearest to the school. We will measure the distance by a straight line ('as the crow flies') as set out in criterion 3) above.

- Sibling means any child of compulsory school age living in the same family unit. The term 'sibling' includes: natural, half, step and adopted brothers and sisters; a child of the partner of the parent/carer and children who are fostered in the family.
- Home address means the place the child resides for the majority of school nights with an adult who has parental responsibility.

Tie Breaker

Priority will be given to those students who live nearest to the academy, as measured by a straight line. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located. In the unlikely event that two applicants competing for a single place live the same distance from the academy, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

Siblings

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Waiting Lists

As part of the co-ordinated scheme for admissions, the LA Admissions Team holds the waiting list on behalf of the Governing Body until the end of the first full week of the Spring Term in the initial year of intake. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

Waiting List

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.

The academy will maintain a waiting list until 31 December 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.

Multiple Births

If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Academy Trust will offer places to the remaining sibling/s.

Unsuccessful applications and appeals

The parents of any child who is refused a place at the school has a right of appeal to an independent Appeals Panel. The Governing Body of Pakefield High School is the admission authority for the school. This means that it is the Governing Body that sets and applies the admissions policy for the school. All policy decisions regarding the admission of children into the school are made by a sub-committee of the Governing Body.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

Complaints about admissions arrangements

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.

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