



Colkirk C of E Primary Academy, Little Snoring Community Primary Academy, Sculthorpe C of E Primary Academy & West Raynham C of E Primary Academy



Executive Headteacher: Mr Christopher J Allen

**Have Faith - Flourish - Fly High**



2 November 2020

Dear Parent/Carer,

### Consultation on admission arrangements

I am writing to notify you of the upcoming consultation on the academy's admissions policy. The consultation period will run from **9 November 2020** until **20 December 2020**; during this time, parents are invited to express their views and any concerns about the proposed changes to the admission arrangements at **Colkirk, Sculthorpe and West Raynham Church of England Primary Academies and Little Snoring Community Primary Academy**.

In accordance with the DfE's 2014 statutory 'School Admissions Code' guidance, as an academy we must consult on our admission arrangements at least once every seven years.

For this reason, a consultation is currently being held to meet the academy's statutory duty. We have taken this opportunity to review our over subscription criteria and are proposing that these should be amended as follows (text in green is the new criteria):

1. A child who has an Education Health and Care Plan naming the school or academy is required to be admitted.
2. Looked after children (children in care), previously looked after children (previously looked after children are 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 looked after) and children adopted from abroad
3. Siblings of children already at the school living in the catchment area [for the definition of sibling and catchment area refer to items 2 and 3 in the *definitions* section of the Appendix 1]
4. Residence within the catchment area of the school [for explanation of resident refer to item 2 in the *clarifications* section of Appendix 1. For explanation of catchment area refer to item 3 in the *definitions* section of Appendix 1].
5. Siblings of children already at the school living out of catchment [for definition of sibling and catchment area refer to items 2 and 3 in *definitions* section of Appendix 1].
6. Children of staff where:
  - I. a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
  - II. the member of staff is recruited to fill a vacant post where there is a demonstrable skill shortage
7. Children who are due to transfer and live outside the area served by the school who attend a school within DNEAT at the opening date of the admissions round.



8. Resident out of the catchment area of the school [for explanation of resident and catchment area refer to items 2 and 3 in the *clarifications* section of Appendix 1]

In accordance with statutory DfE guidance, the consultation will run for six weeks and, as an interested party at **Colkirk, Sculthorpe and West Raynham Church of England Primary Academies and Little Snoring Community Primary Academy**, we are keen to hear your views on the proposed changes; 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 **8am on 21 December 2020** to:

Jill Wakefield, Head of Governance : [jill.wakefield@donesc.org](mailto:jill.wakefield@donesc.org)

Please note that written responses should outline your personal details, including your name, address and relationship to the school. You are also encouraged to provide feedback on Norfolk County Council's website here: <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/norfolk-admission-arrangements>

At the end of the consultation period, the Trust Board will meet to consider responses. The outcome of the consultation will be published on the school website as soon as possible following a decision being reached by the board. Hard copies of the final report will be made available on request to all respondents of the consultation.

The full Admissions Policy can be located on the school 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 your academy office by telephone or email.

Yours sincerely

A handwritten signature in blue ink that reads "C J Allen".

Christopher J Allen  
Executive Head