

**SAPIENTIA EDUCATION TRUST**  
**WYMONDHAM COLLEGE PREP SCHOOL**

**DAY PLACES**

**ADMISSIONS POLICY, PROCEDURES AND GUIDANCE  
FOR SEPTEMBER 2025**

**1. INTRODUCTION**

Admission to Wymondham College Prep School is regulated by the Academy Trust Admissions Policy which has been determined in accordance with the statutory School Admissions Code issued under section 84 of the School Standards and Framework Act 1998. Sapientia Education Trust is the Admission Authority for Wymondham College Prep School, but this policy is administered through the Governing Body. Norfolk County Council, the local authority, have responsibility for co-ordinating Reception Year admissions for the normal point of entry in September.

**2. ADMISSION NUMBERS**

The School has two reception classes and admits 60 children into each class in accordance with the Schools Admission Code. The published admission number for entry into Reception Year is 60.

**3. APPLICATION PROCEDURES**

**Applications for places in Reception Year**

Applications made during the normal admissions round for entry at the start of the academic year into the Reception year must be made on the Common Application Form (CAF) issued by Norfolk County Council. These forms are usually made available automatically to the parents of eligible pupils by the Local Authority.

Closing date for applications: 15 January 2025

Offer day: 16 April 2025

**Admission into other Year Groups**

Places may be available in other year groups where a pupil has withdrawn from the School.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 Local Authority in the first instance.

**Admission of Pupils below compulsory school age and deferred entry to the School**

The School will provide for admission of all eligible pupils in the September following their fourth birthday. Admission of pupils below compulsory school age and those with deferred entry to the school will be in accordance with paragraph 2.17 of the

Schools Admissions Code in that, subject to meeting the criteria as laid out in this policy):

- a) the pupil will be entitled to a full-time place at the school in the September following their fourth birthday;
- b) the pupil's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) where parents wish, the child may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission of Pupils with a Special Educational Needs Statement /Education Health and Care Plan**

The School may, from time to time, be named on a pupil's Special Educational Needs (SEN) statement/Education Health and Care Plan (EHCP) needs. The School is under a legal duty to admit that pupil and this may reduce the number of places available within any one year group. The admission of a student sits outside the scope of the School Admissions Code 2021 and takes place under the Education Act 1966 and the SEN Code of Practice. Further details are contained at Annex A to this Policy.

### **Fair Access Protocol**

In accordance with the Supplementary Funding Agreement signed with the Secretary of State the School engages with the Local Authority Fair Access protocol.

## **4. OVERSUBSCRIPTION CRITERIA**

The criteria in this section apply to entry at all phases of the school.

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. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Priority will next be given to siblings of pupils who will already be on the roll of the school or Wymondham College 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 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. Children of staff (includes support and teaching staff on a permanent contract) where the member of staff is the legal parent/guardian of that child and:

- (i) been employed at the school or employed on the Wymondham school campus 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.

4. Priority will be given to those students who apply who are living in the catchment area as defined at Annex B to this policy.

5. Other Children

## **Ballot**

If in categories [4-5] above there are more applications than places the trust will organise a ballot (random allocation) to determine which child is admitted, this ballot undertaken by the local authority [or another body unconnected with the Academy Trust] and will be used as a tie-break to decide who will be admitted.'

Ballot will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. The school will admit them all, as permitted by the infant class size rules and exceed the PAN.

## **Late applications**

All applications received by the school 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.]

## **Deferred entry for Infants**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## **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 admission authority 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**

The school will maintain a waiting list for entry into Reception Year and when the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **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. This appeals process will be organised by the trust

Applicants should contact the school or email

[admissions@wymcolprep.org](mailto:admissions@wymcolprep.org) 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](http://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/school-admission-appeals).

The closing date for appeals is 26 May 2025

## **Notes:**

The **home address** is where a child normally lives. Where a child lives with parents 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 stating the pattern of residence. If a child's residence is split equally between both parents, then parents 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 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 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 WYMONDHAM COLLEGE PREP SCHOOL FOR PUPILS WITH SPECIAL EDUCATIONAL NEEDS STATEMENT/EDUCATION HEALTH AND CARE PLAN AND/OR DISABILITIES**

### **Introduction**

Wymondham College Prep 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**

As an Academy, Wymondham College Prep School administers its own admission arrangements on behalf of Sapientia Education Trust (the Admissions Authority) 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 her 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 Wymondham College Prep School must be directed to the Headteacher on 01953 609000 or [head@wymcolprep.org](mailto:head@wymcolprep.org)

# Annex B

