

Stalham High School

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Date: 21st November 2025

Ref: AO/LM/ej

Dear Parent/Caregiver,

Consultation on proposed admission arrangements for Stalham High School from September 2027

This consultation will run from Friday 21st November 2025 to Friday 16th January 2026 (6 weeks). Any response to the consultation should be sent to office@stalhamhigh.org.uk clearly marked "PAN Consultation".

Stalham High School is a 11-16 school. Synergy Multi Academy Trust are the admissions authority for the school.

1. First Admissions – applying for a school place in the normal admissions rounds (Year 7 if transferring from a primary school). First admissions are handled by the local authority.

- 1.1 Applications to Year 7 will be determined by the published admission number (PAN). This is the number of children who can be admitted into Y7 and preferences are agreed until the PAN for first admission has been reached. **We are proposing Stalham High Schools PAN to be reduced to 90 from September 2027. This is due to a falling roll in the area and based on projections of the number of children transferring from local Primary Schools. This number still enables us to take all pupils from the catchment area and some from outside.**
- 1.2 The admission round opening date will be available to view on the Norfolk County Council website: www.norfolk.gov.uk

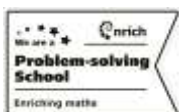
2. Application

- 2.1 Stalham High School participate in the coordinated admissions process via Norfolk County Council. All information is available at www.norfolk.gov.uk. Parents/carers are required to apply on a common electronic application form.

3. Admission Oversubscription Criteria

When an academy is oversubscribed, after the admission of children who have a statement of Special Educational Need or Education, Health and Care Plan (EHCP) where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in priority order.

1. Have a statement of special educational needs naming that school.
2. Are in public care or have been adopted.
3. Are transferring from within our catchment area and/or primary/junior feeder schools at the end of KS2 (Year 6)



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4. Live in the area served by the school and who have a sibling attending the school at the time of their admission.
5. Have a brother or sister attending Stalham High School.
6. Has a parent who works for Stalham High School
7. Has a parent who works for Synergy Multi-Academy Trust
8. Have a disability and live in the area served by the school (Appropriate professional evidence will be required to confirm the disability).
9. Live in the area served by the school.
10. Live outside the area served by the school and who have a sibling attending the school at the time of their admission.
11. Live outside the area served by the school who have a brother or sister attending Stalham High school.
12. Live outside the area served by the school and have a parent who works for Synergy Multi-Academy Trust.
13. Have a disability and live outside the area served by the school (Appropriate professional evidence will be required to confirm the disability).
14. Live outside the area served by the school.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line 'crow fly' basis, using Ordnance Survey data. The address will be measured from the post office address point on the property. In the unlikely event that distance does not separate the final two or more pupils seeking the last remaining place, a random allocation will be used to determine who is offered the final place.

4. Applications outside the normal year of entry (in-year applications)

All applications made outside of the normal year of entry should be made via Norfolk County Council's in year process online : <https://www.norfolk.gov.uk/education-and-learning/schools/school-admissions/moving-schools> . In the event of a place being available in the appropriate year group an offer of a place at the school will be made. If no place is available, the parent will be informed of this along with the right of appeal for the refusal of a place.

5. Waiting List

Where a school is oversubscribed, a waiting list will be in operation. The waiting lists will remain open whilst the number of places in the year group is full, or until 31st August each year. A child's position on this waiting list will be determined by the application of the school's published oversubscription criteria.

6. Appeals

Parents have the right to an independent appeals panel if they are not happy with the outcome of their application. As an academy our appeals arrangements are handled by Synergy Multi Academy Trust. Information about the process will be sent with any refusal of a place.

7. Fair Access Protocol

Stalham High School participates in Norfolk's Fair Access Protocol

8. Late applications

Late applications are those submitted after the closing date for the Norfolk coordinated admissions scheme and will be dealt in accordance with that scheme. Late applications will be considered up to the

date specified in the coordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation, family trauma. Supporting evidence may be required. When the school is informed by the local authority that a place has been offered, the local authority will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the local authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

9. Looked after children

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 in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), including those children who the admissions authority determine, based on the evidence provided, that were in state care outside of England, but who were then adopted. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians.)

10. Measuring Distance 'As the Crow Flies'

For applications in the normal year of entry (first admissions) which are managed under the coordinated admissions arrangements distance is measured using software available to the Local Authority and the MAT will use this information to rank order applications. For all other applications the MAT of the school use Google Maps to measure distance.

11. Parent/Parental Responsibility

The person making the application must hold parental responsibility. Stalham High School considers the parent to be:

- The mother of the child
- The father of the child where he was married to the mother either when the child was born or at a later date.
- The father of the child if (since 1 December 2003) he was registered as the father on the birth certificate
- An adoptive parent
- Any other person who has 'acquired' parental responsibility through the courts; evidence of this may be required
- Authorisation may also be given for another person to speak on the parent's behalf.

12. Residence

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of a foster parent(s) may be used. If a child's parents live at separate address, the address where the child permanently spends at least three 'school'

nights (that is, Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that the child's place of residence is permanent may also be sought and this should prove that the child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

13. Sibling

The MAT define sibling as being those children who share the same biological parents. This includes brother, sister, half-brother or half-sister or legally adopted child living at the same address as the child.

14. Tie breaker

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. In these circumstances, If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place. This process will be supervised by someone independent of the school.

15. Waiting List

Where a school is over-subscribed, all unsuccessful applicants will be placed on the waiting list which will be administered by the governors of the school. The position on this waiting list will be determined by the school's published over-subscription criteria.

16. Withdrawing an offer of a place

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer of a place within 14 days.