

CITY ACADEMY NORWICH

Admissions Policy 2027/2028

Status	Statutory
Authority	Sapientia Education Trust – policy administered by school on behalf of the Trust
Version	V1
Policy Owner	SET
Updated by	SET
Date created	28 November 2025
Agreed by	Sapientia Education Trust on 4 February 2026.
Target review date	Policy reviewed annually

CITY ACADEMY NORWICH
ADMISSIONS POLICY AND PROCEDURE FOR 2027/28

Contents

- 1. Policy Statement.....3
- 2. Oversubscription.....3
- 3. Definitions and Clarifications.....5
- 4. Applications After The Normal Admission Rounds.....8
- 5. Appeals.....9
- 6. Appendix.....10

1. Policy Statement

Each school has a published admission number. In the case of City Academy Norwich this is 150 pupils for year 7 in September 2027. (See CAN Admissions Appendix)

Sapientia Education Trust is the Admissions Authority, and the Admissions Policy is administered by the school. The school operates its admission arrangements as part of the coordinated admission scheme operated by Norfolk County Council Local Authority. All applications must be made using the Common Application Form (CAF) supplied by the Local Authority (LA) in whose area the pupil lives. The school will consider first all those applications received by the published deadline of **midnight on 31 October 2026**.

Notifications to parents offering a secondary school place will be sent by Norfolk County Council on **1 March 2027**.

Applications made after midnight on 31 October 2026 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications.

Children with statements of special educational needs or an Education, Health and Care Plan that names the school in the statement or plan are required to be admitted to the school that is named.

2. Oversubscription

The following oversubscription criteria in order of priority will be applied when there are more applicants than places available. All preferences will be treated on an equal basis.

2.1 First priority: Looked after Children and previously looked after children (in accordance with paragraph 1.7 of the Schools Admission Code 2021)

‘Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order’

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes:

- a) children who were adopted under the Adoption Act and children who were adopted under the Adoption and Children Act 2002.
- b) children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children and Families Act 2014 which amends section 8 of the Children Act 1989 and the children with special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 1989.
- c) children who appear, to the Admissions Authority, to have been in state care outside of England and ceased to be in state care as a result of 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.

Applications for a place for a child who is looked after must be made by the person with parental responsibility for the child (e.g. social worker, acting on the behalf of the local authority for a looked after child) and will need to be supported by:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

2.2 Second priority: exceptional medical or social needs

Children who have exceptional medical or psychological conditions that make it essential that they attend City Academy Norwich rather than any other school. Appropriate medical or psychological evidence must be produced in support (see Section 3.8).

2.3 Third priority: Children of staff

Children of CAN staff (includes support and teaching staff on a permanent contract) at the school where the member of staff is the legal parent / guardian of that child and:

- (i) been employed at the school 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.

2.4 Fourth priority: Sibling living within catchment

Children whose permanent home address is inside the schools' designated area and who have a sibling on roll at the time of application and who is expected to be attending the school when the child will enter the school.

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Foster children or adopted children living at the same address

We do not include 'cousins' within our definition of sibling

2.5 Fifth priority: Children living with catchment and attending a linked school

Children whose permanent home address is inside the school's designated area and attend a linked school.

2.6 Sixth priority: Children living in catchment

Children who live closest to the school, based on a straight line from the main front door to the entrance of the property. Parents should note that if they apply for free transport, different criteria may apply and the distance from home to school might be measured using a different route.

2.7 Seventh priority: Children living outside the catchment area

- (i) Children living outside the designated catchment area that have a sibling (including children living in the same family unit) already on the school roll and who will still be on roll as the time of the admission;
- (ii) Children living outside the designated catchment area who attend a linked school as mentioned above
- (iii) Children who live closest to the school based on a straight line from the main front door to the entrance of the property.

2.8 Tie breaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. The distance is measured, using Google Maps, from the address point of the student's house to the main front door of the school, nearest the school as measured by a straight line. In the event that two or more children live at the same distance from the school (including flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two members of staff.

All applications please note

Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

3. Definitions and Clarifications

3.1 Twins, Triplets and Children from multiple births

In the case of multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place, the child(ren) to be offered the last remaining place(s) will be determined by the drawing of

lots. The remaining sibling(s) will be placed at the top of the waiting list, after any looked after or previously looked after child.

3.2 Home address

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting school. The school reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if a false address is given or the child does not live at the address. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Temporary addresses cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live, it will be considered that a false declaration has been made and it may be decided to decline to offer a place at the school, or normally withdraw the offer of a place.

3.3 Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence/child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, an admission panel will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangements has been in place
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admission panel. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant.

3.4 Applicants from abroad

An application for the school can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for application unless evidence is provided that the family is returning to a property that they own in the UK by 15 January 2027. Third party written evidence confirming the details and timing of the relocation will be required.

3.5 Admission of service or crown servant children

A place will be allocated (as long as one is available) in advance of the family arriving in the area providing the application is accompanied by an official letter confirming the relocation date. The address used, subject to evidence, will be at which the child will live or use a Unit or quartering address when applying the over-subscription criteria if requested by the parent.

3.6 Admission outside the normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, eg having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed where it is considered to be in the best interests of the child; the circumstances of each case will be considered individually. The Headteacher will make the decision and will consider any evidence the parent(s) submit supporting their case and any relevant professionals asked for their opinion on the case.

3.7 Waiting lists – Admissions into Year 7

Pupils who are unsuccessful in obtaining a Year 7 place will be maintained on a waiting list managed by the Local Authority until 31 December 2027.

3.8 Exceptional medical or social needs

When submitting applications under exceptional medical or social needs, this must be supported by written evidence from an independent professional aware of the case relating to the child (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to City Academy Norwich; it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

The application cannot be considered if it is not declared that the applicant is applying under this criterion and/or written independent professional evidence is not provided. All supporting documentation must be received by two weeks or for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the

applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after application deadline will not be considered in the main allocation of places.

4. Applications after the normal admissions rounds (In-Year Applications Years 7- 11)

4.1 Applications for entry

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 (if available) at any time will be processed as in-year applications and applications must be submitted directly through Norfolk County Council Admissions Department.

5. Appeals

5.1 Appeal procedure

All admission appeals will be administered in accordance with the Schools Admissions Appeals Code 2022. Parents wishing to appeal against an admission appeals decision should notify the Local Authority Admissions Department in the first instance and complete the form that they will provide. Admission appeals must be submitted by 27 March 2027.

City Academy Norwich - Admissions Appendix

Headteacher: Mrs J Franklin
Address: 299 Bluebell Road, Norwich, NR4 7LP
Phone: 01603 452628
Website: <https://www.canorwich.org>

Age Range: 11-16

Children's Services Operational Division: City & South

Children's Services CIN Team: City

Published Admission Number: 2027 – 2028 = 150

The following shows the number of places that are available for pre-16 within the academy by each year group:

Published PAN 2027/28

- Year 7 – 150
- Year 8 – 150
- Year 9 – 150
- Year 10 – 150
- Year 11 – 150

There is no published admission number for post-16. Post 16 places may be limited due to curriculum subjects on offer. The Academy does not currently offer AS/A Levels and vocational provision.

Feeder Schools

The following schools feed students into the Academy:

Avenue Junior School, Bignold Primary School, Bluebell Primary School, Colman Junior School, Eaton Primary School, Henderson Green Primary School, Norwich Primary Academy, St. Michael's VA Junior School, Valley Primary School, Wensum Junior School, West Earlham Junior School

Catchment Area

The following areas are served by the School:
Earlham, Eaton, Bowthorpe

Admissions Authority: Sapientia Education Trust

Adjudicator: Norfolk County Council