

Admissions Policy

September 2025 entry

Approved by: Trust Board

Last reviewed: February 2024

Next review due by: February 2025

1. Introduction

This policy sets out the admission arrangements East Point Academy for September 2025 entry. Inspiration Trust is the admissions authority for East Point Academy.

2. Aims

This policy aims to:

- Explain how to apply for a place at East Point Academy.
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

3. Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

East Point Academy is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by Suffolk County Council.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

5. How to apply for entry into Year 7

For applications in the normal admissions round, you should use the application form provided by [Suffolk County Council](#). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

You will receive an offer for a school place directly from Suffolk County Council.

6. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

In addition to the normal admission round application, parents should request in writing that the child is admitted to another year group (state which one), and the reasons for that request. Evidence should be submitted to support their case. Written requests should be sent to the following address: governance@inspirationtrust.org or Inspiration Trust, 28 Bethel Street, Norwich, NR2 1NR.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, the child's medical history and the views of a medical professional
- Whether the child has previously been educated out of their normal age group
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- The principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at East Point Academy but it is not in their preferred age group.

7. Allocation of places

7.1 Admission number

East Point Academy has an agreed published admission number (PAN) of 200 pupils for entry in Year 7.

7.2 Oversubscription criteria

All children whose education, health and care (EHC) plan name East Point Academy will be admitted before any other places are allocated.

If East Point Academy is not oversubscribed, all applicants will be offered a place.

In the event that East Point Academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled:

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at East Point Academy.
2. Priority will next be given to children with siblings at East Point Academy. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same

address. Priority will not be given to children with siblings who are former pupils of East Point Academy.

3. Priority will next be given to children of staff at East Point Academy, in either of the following circumstances:
 - The member of staff has been employed at East Point Academy for two or more years at the time at which the application for admission to the school is made, or
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Priority will next be given to children living nearest East Point Academy, by a straight line distance

7.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, we will use the distance between East Point Academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front gates on Kirkley Run, Lowestoft. Where a child lives with separated parents who have shared responsibility, each for part of the week, the home address will be considered to be the address that the child lives at for most of the week (including weekends). We will expect evidence to support this at the time of application. In cases where the child spends an equal proportion of the week with both parents, evidence of the main contact address and which parent receives the child benefit will be required to support the application. If neither parent is in receipt of child benefit then we will use the address that the child is registered under at their GP surgery.

Where the distance between two or more children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. Sealed envelopes with the name of one child per envelope will be drawn randomly.

7.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing East Point Academy.

7.5 Fair Access Protocol

We participate in Suffolk County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

8. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names East Point Academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address governance@inspirationtrust.org or Inspiration Trust, 28 Bethel Street, Norwich, NR2 1NR.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

9. Appeals

If your child's application for a place at East Point Academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address: governance@inspirationtrust.org or Inspiration Trust, 28 Bethel Street, Norwich, NR2 1NR.

You can find details of the appeals process and timetable on the academy website.

10. Monitoring arrangements

This policy will be reviewed and approved by the Inspiration Trust Board of Trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the agreed Published Admission Number), the Inspiration Trust Board of Trustees will publicly consult on these changes. The Inspiration Trust Board of Trustees will publicly consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period.