

Ixworth High School  
Admission Policy 2026

<b>Document Owner:</b>	Headteacher
<b>Responsible Trust Committee:</b>	Sapientia Education Trust Board
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## **Introductory Statement**

Ixworth High School is a member of Sapientia Education Trust (SET), which is the Admissions Authority. The school administer the policy on behalf of SET. Admission to Ixworth High School is regulated by this 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. Suffolk County Council, the Local Authority, have responsibility for co-ordinating Year 7 admissions for the normal point of entry in September.

## **Admission number**

The School has an admission number of 120 for entry in Year 7 in September 2026.

The School will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the Academy Trust will offer places at the School to all those who have applied.

The School also operates a Special Educational Needs Unit (SEN Unit) in Y7 to Y11 for up to 18 pupils with Interaction and Communication needs. This pupil number is addition to the PAN. All of the Pupils in the SEN unit will have an Education and Health Care Plan(EHCP). Children with a EHCP are admitted under separate statutory procedures which are managed by the child's home local authority.

## **Application process**

Suffolk County Council will process applications to join the School in Year 7 through their co-ordinated admissions process.

This means you will need to complete the LA common application form available at

**(TBC)**

The closing date for applications is 31 October 2025. Offers of places at the School will be made on 2 March 2026.

## **Applications for entry other than at Year 7**

Places may be available in other year groups where a pupil has withdrawn from the School.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 School office in the first instance by contacting **(insert school contact)**

## **Over Subscription criteria**

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 in accordance with paragraph 1.7 of the Schools Admission Code 2021.
2. Children who are due to transfer and have an older brother or sister attending the School at the time of 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.
3. Children of members of staff at the School at the opening of the admission round and in accordance with paragraph 1.39 of the School's Admissions Code 2021
4. All other children, with the highest priority given the children living nearest the School. Student distance will be measured on a straight line by the Local Authority Schools' Admissions Office.

## **Tie-break**

If a tie-break is necessary to determine which child is admitted, places will be allocated by random allocation undertaken by the Local Authority.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and, where necessary, exceed our PAN.

## **Late applications**

All applications for entry into Year 7 received by the LA 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.

## **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 Headteacher, in consultation with 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 any supporting evidence provided by the parent.

### **Waiting lists**

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 2026.

### **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. Appellants should contact the school by email for information on how to appeal; the email address is (insert school contact)