



Inclusive, Collaborative, Ambitious

Synergy Multi-Academy Trust: Admission arrangements

[School admissions - Norfolk County Council](#)

1. Introduction

Synergy Multi-Academy Trust (hereafter referred to as "the Trust") is the admission authority for all the schools within its Trust. These arrangements apply to all schools within the Trust and comply with the mandatory provisions of the School Admissions Code, unless variations have been written into the funding agreements to support fair access. The Trust aims to ensure fairness, transparency and consistency in the admission process across all its schools.

2. Published admission numbers (PAN)

The Trust sets a Published Admission Number (PAN) for each 'relevant age group' at each of its schools. The PAN represents the maximum number of pupils the School will admit in the relevant age group. Details of each school's PAN are published on their respective websites.

3. Applying for a school place

3.1 Normal admissions round (e.g., Reception, Year 7)

- **Application Process:** Parents should apply for a school place using the Common Application Form (CAF) provided by their home Local Authority (LA).
- **Preferences:** Parents can express up to four preferences for schools on the application form.
- **Deadlines:** Applications must be submitted by the deadlines set by the LA for the relevant admissions round. For instance, the closing date for on-time applications for Secondary (Year 7) transfers is October 31st and for Primary (Reception) or Junior (Year 3) transfers is January 15th.
- **Offer Day:** Offers for school places are made on National Offer Day in line with the LA's coordinated admissions scheme.

- No Automatic Transfer: Children attending a Synergy MAT nursery or primary provision do not automatically transfer to the main school or secondary school respectively. A separate application must be submitted.

3.2 In-year admissions

In-year admissions occur when a child applies for a school place outside the normal transfer period, often due to moving. Synergy MAT schools participate in Norfolk County Council's coordinated in-year admission scheme. Applications should be made directly to the Schools Admissions Service at Norfolk County Council. Places are offered based on the published oversubscription criteria.

4. Oversubscription criteria

When a school receives more applications than available places, the following oversubscription criteria are applied in order:

1. Children with an Education, Health and Care Plan (EHCP) naming the school.
2. Looked After Children and Previously Looked After Children.
3. Children with special social or medical reasons, supported by professional documentation.
4. Children living in the catchment area.
5. Children with a sibling attending the School at the time of admission.
6. Children of Synergy Multi-Academy Trust staff who have been employed for two or more years or fill a demonstrable skills shortage post.
7. Children attending a designated feeder school.
8. Children living nearest to the school, based on a straight-line measurement.

5. Appeals

Parents have the right to appeal a school place refusal to an independent panel. Appeal information is available on the Norfolk County Council website.

6. Waiting lists

Synergy Multi-Academy Trust schools maintain waiting lists, ordered according to the oversubscription criteria when changes occur. Waiting lists held by the LA cease after December 31st annually.

For specific details, such as PAN or catchment areas, consult the individual school's website or contact them directly. Information is also available on the Norfolk County Council website.