



CAISTER ACADEMY
Creative Education Trust
School of Literature
and Performing Arts

Caister Academy

Admissions Policy

2026-2027



1. Basic Principles

- 1.1 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and organisations). In particular, the Academy will take part in any Co-ordinated Admissions System operated by the LA.
- 1.2 The Academy will admit children with a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) where the Academy is named in the Statement/Plan, without reference to oversubscription criteria outlined below, and this will reduce the number of places available.

2. Admission Arrangements

- 2.1 The Academy has a Published Admission Number (PAN) of 120 pupils. The Academy will admit the admission number of students in the relevant age group each year if sufficient applications are received.

- 2.2 Caister Academy also admits up to 12 students (10%) of our annual Year 7 intake to students who are able to demonstrate an aptitude in Performing Arts through an aptitude test (please see further information in Appendix A). Applicants for these places have to complete an online application form, available from the academy (Appendix B). Where candidates' test scores meet the minimum score, the first 6 offers will be to students who qualify for pupil premium status. This is a safeguard to ensure the socio-economic background of students coming via the aptitude route will reflect that of the wider school. (unless there are less than 6 PP students hitting the criteria).

For families that apply through this route, proof of pupil premium status will be required upon application. Eligibility will be determined if families are in receipt of, or have previously been in receipt of (within the last 6 years), any of the following:

- Income Support
- Income- based Job Seekers allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit



The next 6 offers can be for pupil premium or non-pupil premium students – they will be offered on the basis of the score in the aptitude test. Further details can be found on our website.

Where two or more applicants have a tied aptitude test score, the tie will be broken based on distance to the academy within the catchment area, as described below in section 4.

3. Procedures where Caister Academy is over-subscribed

3.1 In the event of over-subscription, where there are more applications than there are places available, the following priorities will be used, in order, to allocate places:

3.1.1 Looked after children, or a child who was previously looked after but immediately after being looked after became subject to an adoption order, residence, or special guardianship order. 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.

3.1.2 Up to twelve children who successfully pass the performing arts aptitude test, six of which will be students that qualify for pupil premium if they reach the minimum score required.

3.1.3 A fair banding system will be adopted for the remaining places. Each applicant will be required to take an online non-verbal reasoning test which would place them in a rank order. The applicants will then be placed in one of 5 ability bands based on their performance in the test. As far as are possible, each band will contain the same number of applicants so that each represents 20% of the applicants. The remaining places will be allocated so that an equivalent number of applicants are admitted from each band. Applicants will then be admitted according to the criteria listed below.

3.1.4 Siblings of pupils in attendance at the Academy in Year 7 to Year 11. These include brothers and sisters, half brothers and sisters and step-brothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.

3.1.5 Pupils in the transfer age group at Caister Junior, Martham, Filby, Ormesby Junior, Hemsby, Winterton, North Denes, Great Yarmouth, St Nicholas Priory CE VA, St Georges, Aldermann Swindell and Edward Worlledge Primary Schools.

3.1.6 Pupils living within the catchment area of Caister upon Sea, Martham, Filby, Ormesby, Winterton, Hemsby, Fleggburgh, Great Yarmouth and Southtown.

3.1.7 Pupils living outside of the catchment area.

3.2 If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the academy as measured by straight line. Any reasons put forward by parents in



support of their preference will also be considered. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If it is considered that the reasons are sufficiently strong, the child will be placed on the school list above those whose position is based upon the distance criterion.

- 3.3 For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step-brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.
- 3.4 The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. This will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.
- 3.5 There is no charge or cost related to the admission of a child to the Academy.
- 3.6 There is no statutory barrier to children being admitted to the Academy outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.
- 3.7 Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include:
 - a. Birth certificate - preferably a full certificate
 - b. NHS registration
 - c. Council tax bill
 - d. Two current (i.e. less than six months old) utility bills
 - e. Passport

4. Distance from the Academy

Distance will be measured in a straight line from the centre of the child's main home address to Caister Academy's main entrance using an Ordnance Survey Map.

5. Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the academy. Where distance from the academy is equal for two or more applications, such as in the case of children living in the same block of flats, places will be allocated by independently verified random allocation.



6. Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

7. Children of UK Service Personnel and other Crown Servants

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

8. Waiting lists

In the case of the Academy, after 120 applicants have been offered a place for admission; others will be offered a place on a waiting list ranked in order of oversubscription. The list will be maintained until the end of the first term of the Academic year. Places for admission which are declined or otherwise become vacant will be offered to the others on the waiting list. Inclusion on the Academy's waiting list does not mean a place will eventually become available at the school. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list since each added child will require the list to be ranked again in line with the oversubscription criteria listed above.

9. Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Academy has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.



The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2012 and will be binding on all parties.



Appendix A

Performing Arts Selection Criteria

Up to 10% of our annual Year 7 intake will be allocated to students who are able to demonstrate a specialist talent in performing arts through an aptitude test.

All students who apply will be invited to come to school to complete the aptitude tests in either music, this will be an aural test, and/or a practical element in dance and/or drama. An independent assessor will rank applicants in order of aptitude so that places can be offered accordingly.

All those who apply will be given an appointment to come to Caister Academy in October to complete the entrance requirements. Please note there are no alternative dates.

Further guidance and information will be sent to you with confirmation of your appointment.

Students taking the practical and aural tests will be supervised by appropriately qualified and trained staff. The tests will be brief and straightforward. No preparation is required, as these are tests of aptitude, not achievement. Students applying for dance, drama, music, or all three performing arts disciplines will need to sit relevant tests.

Students' performance will be assessed by an independent assessor (not an employee of the school). The assessor will rank the pupils in order of merit. Minimum levels of artistic aptitude will be set, which the student will need to meet to be considered for entry via a performing arts place.



Appendix B

Performing Arts Admission Form / Supplementary Information Form Transfer to Secondary Education – September 2026

This form is to be completed if you are applying for your child to be considered for a performing arts place at Caister Academy.

Name of Child	
Date of Birth	
Parent/Guardian Name	Mr/Mrs/Miss/Ms
Parent/Guardian Name	Mr/Mrs/Miss/Ms
Address	
Home Telephone Number	
Mobile Telephone Number	
Email Address	

Please indicate which performing arts specialism you are applying for by ticking the box/boxes below.

Dance	<input type="checkbox"/>
Drama	<input type="checkbox"/>
Music	<input type="checkbox"/>

All students who apply will be invited to come to Caister Academy to complete the aptitude tests in either music, this will be an aural test, and/or a practical element in dance and/or drama.

Please return your completed form to:

Mrs Rachel Grant, PA to the Principal
Caister Academy
Windsor Road
Caister on Sea
Great Yarmouth
Norfolk
NR30 5LS
rachel.grant@caisteracademy.org.uk

All those who apply will be given an appointment to come to the Academy in October to complete entrance requirements. Further guidance and information will be sent to you with confirmation of your appointment.