

WYMONDHAM COLLEGE

ADMISSIONS POLICY, PROCEDURES AND GUIDANCE

FOR SEPTEMBER 2025

1. INTRODUCTION

Admission to Wymondham College is regulated by this 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. The Sapientia Education Trust (SET), is the Admissions Authority for the College. Norfolk County Council, the local authority, have responsibility for co-ordinating Year 7 admissions for the normal point of entry in September.

Wymondham College is principally a state boarding school and is committed to providing an education which combines the best aspects of boardingschool life with the benefits of strong links with the local and regional community. In order to be eligible for admission to the College, prospective students (or their parents/carers) must have full UK citizenship or have other legitimate residential status within the UK which confers the right to education at public expense. The College will require proof of eligibility before processing an application.

The College does not operate a catchment area and there are no other preconditions for applicants to Main School. A further precondition for applicants to Sixth Form is meeting the Minimum Qualification Standard (MQS). The College offers day places without reference to the gender of the applicant and this is also the case, as far as is possible, for boarding places. However, the College is not obliged to admit any student as a boarder if accommodation appropriate to his/her gender is not available.

Pursuant of their duty to safeguard and promote the welfare of all boarders under section 87 of the Children Act 1989, Wymondham College will not admit any child to the College as a boarder unless he/she has satisfied the College that he/she is suitable to board.

2. CATEGORIES OF ADMISSION

Wymondham College sets separate admission numbers and determines different admission arrangements for Boarders and Day Students at each admission stage.

The Admissions Numbers for new admissions to the College in September **2025** are as follows:

	Y7	Y9	Y12
Boarders*	65	25	95
Day Students	115	0	120

* the College may admit students in excess of these numbers to fill additional boarding vacancies that occur. Such admissions will be subject to the student being approved as being suitable to board.

Boarding: All boarders have 24-hour provision during term time (but not holidays or exeat weekends) but may return home on any weekend provided that College commitments, including Saturday morning lessons for Years 7-11, have been fulfilled.

Boarding provision is subject to the College Boarding Agreement and a fee is payable by parents. Parents who are entitled to claim Universal-Credit are able to claim the boarding fee against the childcare element of their tax credits. To secure a boarding place a deposit must be paid and this is offset against the last term's fees when the student leaves the College.

Where a boarding place is allocated to a candidate who is the son or daughter of a member of staff required to be resident on the College site for the better performance of his/her duties, there is no requirement for the candidate to occupy a boarding place in a boarding house and no boarding fee is therefore payable. Such boarders are referred to as **Honorary Boarders** and are supernumerary to the College's boarding numbers.

Day Students may arrive at the College between 8.00am and 8.30am and may remain in the care of the College until 5.15pm, enabling them to participate in activities. Day students **do not** have to pay fees unless they decide to take advantage of the additional provision including lunch, snacks and drinks at breaks and use of the House facilities. The charges for this additional provision and staffing are levelled by the College unless:

- The parent/carer of the student has satisfied the College that student is entitled to free school meals
- The parent/carer of the student has informed the College that they do not want to take advantage of this additional provision.

Day Boarding students are able to participate in the life of the College from breakfast time until the end of Wymondham Life activities for the student's year group and an additional charge is made for this provision. ***Day Boarding is not a separate category of admission and can only be applied for after a Day Place has been offered.*** Parents who are entitled to claim Universal Credit are able to claim the Day Boarding fee against the childcare element of their Universal credits. Day Boarding students are admitted as Day Students and may then opt to apply for Day Boarding status. The number of Day Boarding students that can be accommodated within any boarding house is limited.

International Links: Wymondham College may, at its discretion, offer a day or boarding place to a student in order to promote links between the College or the Local Authority and an educational institution overseas, as part of a recognised scheme run by the College or another educational organisation to promote the learning of languages, international understanding or to facilitate an international teacher exchange. Any such places are deemed to be additional to the Admission Numbers of the relevant year group.

3. APPLICATION PROCEDURES

a. Applications for Main School Boarding Places at Year 7

Applications for a boarding place from residents in England must be made on the Common Application Form (CAF) of the home Local Authority and submitted to that Local Authority as instructed. These forms are usually made available automatically to the parents of Year 6 pupils in Local Authority primary schools. Parents/carers of children attending an independent school or who live in areas where the normal age of transfer to secondary schools is not Year 7 may have to ask to be supplied with a CAF by the Local Authority. **The College also requires a Year 7 Boarding Supplementary Form to be completed and these forms must be returned to the College by the date specified on the form and on the website.** Details of Specialist Places are contained at paragraph 3l below.

b. Applications for Main School Boarding Places at Years 8, 9 and 10

Applications for a boarding place other than in Year 7 are made directly to the College using the College Application Form and these forms must be returned to the College by the date specified on the form and on the website.

c. Applications for Main School Day Places at Year 7

Applications made during the normal admissions round for entry at the start of the academic year in Year 7 for a day place from residents in England must be made on the Common Application Form (CAF) of the home Local Authority and submitted to the Local Authority as instructed. These forms are usually made available automatically to the parents of Year 6 pupils in Local Authority primary schools. Parents/carers of children attending an independent school or who live in areas where the normal age of transfer to secondary schools is not Year 7 may have to ask the Local Authority to have access to a CAF. The College also requires a Supplementary Form to be completed for those applying for Specialist Places and these forms must be returned to the College by the date specified on the form.

Where a parent/guardian has applied for a day place using an address where accommodation is rented, the College reserves the right to only offer a Year 7 day place in circumstances where it is evident that the accommodation has been rented and occupied continuously for more than 12 months (for the avoidance of doubt, rental period must begin before the date of application to the College) and must still be rented and occupied at the time that the student to whom the place has been offered starts at the College in September.

The transfer to secondary school admissions timetable for 2025 is as follows:

Closing Date for applications: 31 October 2024

Offer day: 1 March 2025

Appeals closing date: 28 March 2025

d. Applications for Main School Day Places at Years 8, 9 and 10

Applications for a day place which do not meet the requirements of section 3c

must be made directly to the College using the College Application In Year Transfer Form. These forms are available from the College website or by contacting the College directly. Completed forms must be returned to the College, who will respond to the applicant's parents/carers.

Processing an in-year transfer application with or without exceptional circumstances does not guarantee a place will be offered. Places are only offered if space is available. The College will only consider one application for an In Year Transfer in a school year.

In accordance with the Schools Admissions Code 2021, the College will advise the local authority of each application received and the outcome of that application at the end of each half term.

e. Joint Day and Boarding Applications for Year 7

Candidates may apply for both a boarding and a day place but must rank the applications on the Local Authority Common Application Form (for Year 7 places). As boarding and day places are considered separately, the outcome of the higher ranked option cannot be jeopardised by the outcome of the lower. However, parents should not apply for a boarding place for their son/daughter unless they are prepared to take up and pay for the boarding place if offered. It should be remembered that the allocation of a boarding place at the College will mean that no other place can be offered at any state school as part of the co-ordinated admission arrangements for Year 7 places.

f. Applications from Outside England

Where a boarding applicant is resident in Scotland, Wales, Northern Ireland, the Channel Islands, the Isle of Man or overseas, the application must be made directly to the College using the College Supplementary Form only.

g. Applications for Year 12 Boarding or Day Places

Applications for places in Year 12 are made directly to the College using the application form. Candidates must achieve the overall Minimum Qualifying Standard (MQS) for the Sixth Form. They must also meet the specific course requirements for the subjects they wish to study (these can be found in the A Level Course Booklet) in order to take up any place offered. The entry requirement standards can be found in Annex B of this policy.

Where the candidate has been educated in an overseas education system which does not offer an equivalent to the GCSE, Wymondham College will make alternative arrangements to ascertain whether or not a candidate has attained a level equivalent to the MQS.

Candidates may not apply for both a boarding and a day place in Year 12 unless applying for a Sixth Form scholarship.

h. Admission into other Year Groups

Places are occasionally available in other year groups where a student has withdrawn from the College. There is no guarantee that such places will be available in any particular year. The College does not routinely admit children into Year 11 or Year 13.

i. Admission Over or Under Age

The College will not normally admit a student other than into his/her chronological year group. However, in exceptional circumstances where there is a compelling educational, developmental, or social reason why a student should be educated out of his/her chronological year group, the Principal may use their discretion to permit an application for admission on behalf of a candidate who is over or under the normal age for his/her year group by one academic year only. The support of the candidate's present school is normally required in order to establish that the candidate is "due to transfer" under the School Admissions Code.

j. Admission of Students with a Special Educational Needs Statement /Education Health and Care Plan

The College may, from time to time, be named on a student's Special Educational Needs (SEN) statement/Education Health and Care Plan (EHCP) needs. The College will be under a legal duty to admit that student and this may reduce the number of places available within any one year group. The admission of a student sits outside the scope of the School Admissions Code 2021 and takes place under the Education Act 1966 and the SEN Code of Practice. Further details are contained in Annex A of this Policy.

k. Admission as a Boarder

In accordance with paragraph 1.43 of the Schools Admissions Code, candidates for boarding places are assessed to determine their suitability for boarding. This assessment includes the following:

- A Supplementary Application Form
- A suitability to board interview
- A reference from the candidate's present school and/or a previous school where the candidate is not currently at school or has recently changed school
- Consideration of any other information that the parent/carer of the candidate may wish to provide to support the candidate's application, or which may be provided at the request of the parent/carer by another person
- Information provided by a Local Authority (or equivalent authority outside England and Wales), where relevant.

In determining whether or not a candidate is suitable to board, the College has regard to the following questions:

- Does the candidate wish to board?
- Does the candidate have experience of staying away from his/her parents/carers whether or not he/she is currently a boarder?
- Does the candidate show evidence of self-reliance and independence?
- Does the candidate show evidence of understanding and relishing the challenges of a communal life?
- Does the candidate show understanding of the responsibilities of a member

- of a boarding community?
- Is there any medical or psychological reason why boarding would not be appropriate, or any need that could not be met by reasonable adjustment to the boarding accommodation, routine and practice?
 - The College will inform the parents of applicants whether or not their son/daughter is considered suitable for boarding as soon as possible after the process has been completed. Candidates who are considered suitable for boarding are then allocated places according to the published oversubscription criteria.
 - Failure to disclose key information pertinent to obtaining a place at the College may jeopardise that place even after the Student has been offered a place and started at the College.

Y7 Music Priority Places and Sixth Form Boarding Scholarships

Y7 Music Priority Places

The College offers up to sixteen places for students applying for Year 7 day and boarding places who demonstrate a particular aptitude in music. Eight of these places are available to boarders and eight to Day students.

The College allocates these places on the basis of performance in tests of musical aptitude conducted by the College. These places are not scholarships and there is no reduction in the boarding fee where these places are allocated to boarders.

In order to apply for one of these places, parents must apply for their son/daughter to take the test using a Supplementary Admissions Form which must be returned to the College by the date specified.

There are two opportunities to take the test. Those who apply in time to be included in the first test will receive notification of whether they have met the required standard *before* the national closing date for Year 7 Admissions. Those who apply too late to take the first test before the national closing date for Year 7 Admissions or who are unable to take the first test for some other reason will take the second test. Both tests provide the same opportunity to gain a place at the College and so there is no advantage to be gained from taking one test rather than the other.

It should be noted that no candidate may take the test more than once, although a candidate who is scheduled to take the first test and is unable to do so, for example due to ill health, is able to take the second test, provided that they do not embark upon any aspect of the test on the first occasion. Forms and further details are available on the Wymondham College website.

It should be noted that meeting the required standard in the test does not guarantee a place at the College. This is because more candidates may meet the required standard than there are places available to students who do so. If this is the case, places are allocated according to the oversubscription criteria detailed in this policy.

Sixth Form Boarding Scholarships

The College offers at least three Year 12 Sixth Form Boarding Scholarships each year worth up to 100% of the boarding fee for students who demonstrate exceptional academic, musical, or sporting potential. For details, please apply to the External Relations Department.

I. Waiting List Procedures – Boarding Applicants

Candidates who have applied late or are unsuccessful due to oversubscription in obtaining a **boarding** place will be maintained on a waiting list or in a waiting pool, after the allocation of places has been made. Any places that become available are allocated to those waiting, as follows:

For Sixth Form Places

- i) Until 30 September of the year in which admission was sought, places are allocated according to the rank order of applicants, who have met MQS and the subject specific course requirements, established by the oversubscription criteria that were applied when the original allocation of places was made. No other applicants will be considered until these applicants have been made offers.
- ii) From 1 October of the year in which admission was sought places are allocated according to the stated oversubscription criteria at the point when a vacancy arises and new applicants will be considered alongside any still on the waiting list. The College does not consider it in the best interests of students for them to commence their Sixth Form studies later than three weeks after the beginning of the Autumn Term.

For Other Places

- i) Unsuccessful candidates who applied by the stated closing date are maintained on a waiting list and, in the absence of any other late applicants, any vacant places are allocated according to the rank order of those applicants established by the oversubscription criteria applied when the original allocation of places were made.
- ii) If further vacancies arise after the offer date, all applicants who applied, whether within the deadline or late, are considered, and offers will be made in accordance with the oversubscription criteria at the time the vacancy occurs. Thus, a candidate's place in the waiting pool can alter if other candidates with a higher priority under the Wymondham College Admission Policy (or in the DfE School Admissions Code) come into the waiting pool.

Waiting pools are maintained for one year from the September of the year in which admission was originally sought. For example, unsuccessful candidates for admission in September 2025 would be eligible to remain in the waiting pool for one year. The length of time in the waiting pool is not a criterion for the allocation of any places that may become available.

Candidates, in Year 7-9, judged to be unsuitable for boarding will not be kept in a waiting pool for boarding places. They may, however, reapply and be reassessed

for each year of entry.

m. Waiting List Procedures – Day applicants

Candidates who are unsuccessful in obtaining a Year 7 day place will be maintained on a waiting list managed by the Local Authority until 31 December 2025

It should be noted that the College does not routinely admit children into Year 11 or Y13.

The College will only consider one application for an In Year Transfer in a school year.

4. OVERSUBSCRIPTION CRITERIA

If there is oversubscription in any priority category, places within that category will be allocated according to the order of the subsequent priorities. Any additional “tiebreak” will be determined by a random lottery conducted by the College under the supervision of an independent person.

For Year 12 boarding places all candidates, regardless of priority, need to have met MQS and the subject specific course requirements.

a. Oversubscription Criteria for Year 7, Year 9 and other Main School Boarding Places

These criteria apply for Year 7 and Year 9 Boarding Places and if there is oversubscription for any boarding places that may become available in Years 8 and 10. The College does not routinely admit children into Year 11 or Y13.

FIRST PRIORITY is given to candidates who are looked after or are previously looked after in accordance with paragraph 1.7 of the Schools Admission Code (September 2021).

Pursuant of their responsibilities under the Children Act 1989, the Governors will not admit candidates who cannot satisfy them that they are suitable for boarding whether or not they are looked after by a local authority or were previously looked after by a local authority.

SECOND PRIORITY is given to candidates who satisfy Wymondham College that they have a significant degree of boarding need as defined in the Admissions policy. Within this category, priority is given to the children of members of HM Forces who are entitled to a Ministry of Defence subsidy for boarding places.

THIRD PRIORITY is given to candidates who have a sibling who is a student at the College and will still be on the College roll at the time when the candidate, if successful, takes up his/her place. A sibling is 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 arrangement.

FOURTH PRIORITY is given to candidates transferring from a day place at Wymondham College (This priority is not applicable to the initial allocation of places for Year 7).

FIFTH PRIORITY is given to the candidates who are boarding students at Wymondham College Prep School.

SIXTH PRIORITY is given to children of staff who have worked at Wymondham College for two years at the time of application.

SEVENTH PRIORITY is given to candidates who demonstrate a particular aptitude in music as demonstrated in tests conducted by the College.

Remaining boarding places are allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

b. Oversubscription Criteria for Y12 Boarding Places

For Year 12 boarding places all candidates, regardless of priority, need to have met MQS and the subject specific course requirements.

FIRST PRIORITY is given to candidates who are looked after or are previously looked after in accordance with paragraph 1.7 of the Schools Admission Code (September 2021).

Pursuant of their responsibilities under the Children Act 1989, the Governors will not admit candidates who cannot satisfy them that they are suitable for boarding whether or not they are looked after by a local authority or were previously looked after by a local authority.

SECOND PRIORITY is given to candidates who satisfy Wymondham College that they have a significant degree of boarding need as defined in the Admissions policy. Within this category, priority is given to the children of members of HM Forces who are entitled to a Ministry of Defence subsidy for boarding places.

THIRD PRIORITY is given to those transferring from a Year 11 at Wymondham College.

FOURTH PRIORITY is given to holders of Boarding Scholarships.

FIFTH PRIORITY is given to candidates who have a sibling who is on roll at the College or Wymondham College Prep School and who will still be a student at the College at the time when the candidate, if successful, takes up his/her place. A sibling is 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 arrangement.

SIXTH PRIORITY is given to children of staff who have worked at Wymondham College for two years at the time of application.

SEVENTH PRIORITY is given to candidates attending other schools within the Sapientia Trust

Providing MQS and subject specific course requirements are met all other places are allocated according to the rank order of all the remaining candidates' eight best GCSE grades (including English Language and Mathematics).

c. Oversubscription Criteria for Y7 Day and other Main School Day Places

These criteria also apply if there is oversubscription for any day places that may become available from time to time in Years 8, 9 and 10. Wymondham College does not routinely admit students into Year 11.

FIRST PRIORITY is given to candidates who are looked after or are previously looked after in accordance with paragraph 1.7 of the Schools Admission Code (September 2021).

SECOND PRIORITY is given to candidates who have a sibling who is on roll at the College and who will still be a student at the College or Wymondham College Prep School at the time when the candidate, if successful, takes up his/her place. If the sibling is in Year 11 at the time of the candidate's application and has been given a conditional offer of a place in the sixth form, this does not confer a sibling priority on the candidate as there is no guarantee that the sibling will meet the terms of their offer or take up their place at the College in Year 12. A sibling is 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 arrangement.

THIRD PRIORITY is given to students who are day students at Wymondham College Prep School.

FOURTH PRIORITY is given to children of staff who have worked at Wymondham College for two years at the time of application.

FIFTH PRIORITY is given to candidates who demonstrate a particular aptitude in music as demonstrated in tests conducted by the College. There are up to eight places available for music.

Remaining Day places are allocated on the basis of proximity to the College. This is determined as the straight line distance between the address at which the child is resident on the closing date for applications and the main entrance of the College using Ordnance Survey data and calculated by the Local Authority School Admissions Department.

d. Oversubscription Data for Y12 Day Places

For Year 12 day places all candidates, regardless of priority, **need to have met MQS and the subject specific course requirements**. If there is oversubscription in any priority category, places within that category will be allocated according to the

order of the subsequent priorities.

FIRST PRIORITY is given to candidates who are looked after or are previously looked after in accordance with paragraph 1.7 of the Schools Admission Code (September 2021).

SECOND PRIORITY is given to candidates transferring from Year 11 at Wymondham College.

THIRD PRIORITY is given to candidates who have a sibling who is on roll at the College or at Wymondham College Prep School and who will still be student at the College or at Wymondham College Prep School at the time when the candidate, if successful, is admitted. A sibling is 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 arrangement.

FOURTH PRIORITY is given to children of staff who have worked at Wymondham College for two years at the time of application.

FIFTH PRIORITY is given to candidates attending other schools within the Sapientia Trust

Providing MQS and subject specific course requirements are met all other places are allocated according to the rank order of all the remaining candidates' eight best GCSE grades (including English Language and Mathematics).

5. CHANGING STATUS (MAIN SCHOOL AND SIXTH FORM)

Transfer between Boarder and Day Student Categories

There is **no** automatic transfer between categories for students who already have a place in the College. Those admitted as day students may transfer to take up a vacant boarding place provided that they are judged to be suitable to board. Those transferring from day student status have priority for boarding places after Looked After Children (and previously looked after children) and those with Boarding Need.

The process of changing from a boarding student to a day student is governed by the Schools Admissions Code. The Code (paragraph 1.43) allows State Boarding Schools to set separate admission numbers for boarding and day students within an overall year group number. To change status from boarder to day student it will be necessary to resign the boarding place with effect from the end of the term and apply for a day place directly to the college using the In Year Transfer Application Form, found on the College's website. If the College advises there is no day place available, there will be a right to appeal. Your case would be heard by a Schools Admissions Appeals Panel who would hear the case in accordance with the Schools Admissions Appeals Code. Their decision would be final and binding on both the applicant and the College.

6. BOARDING NEED

Priority for boarding places after the priority for looked after and previously looked after children is given to candidates who are able to satisfy Wymondham College that they have a significant degree of boarding need. In determining whether or not they consider that a particular candidate has boarding need, Wymondham College will have reference to the following guidelines.

In each case, it is the responsibility of parents/carers to provide the information required to enable Wymondham College to make a determination. In particular, the names and contact details of a person from whom the College may seek corroborating evidence must be given. This person must be appropriately qualified to provide the corroborating evidence as shown below.

Determination of boarding need is at the discretion of Wymondham College.

Wymondham College may consider that a candidate has boarding need if:

1. He/she satisfies at least ONE of the following criteria in that:

		Appropriate person to provide corroboration
a	His/her main parent/carer is, or will be at the date of admission, a member of HM Armed Forces liable for deployment overseas (whether or not eligible for receipt of the Continuing Education Allowance) or frequent changes of posting within the UK.	Commanding Officer or other authorised Service Officer
b	His/her main parent/carer is, or will be at the date of admission, serving with or for the Foreign and Commonwealth Office or other UK Government Department on terms which may include either deployment overseas or frequent changes of posting within the UK.	Line Manager or Head of Department/Service
c	His/her main parent/carer is, or will be at the date of admission, serving with or for an institution of the European Union, United Nations or other international body of which the United Kingdom is a member.	Line Manager or Head of Department/Service
d	His/her main parent/carer is, or will be at the date of admission, employed by a UK based company which requires the parent to travel overseas or be resident overseas for a period of more than one month per year.	Line Manager or Head of Department/Service
e	He/she is the subject of a voluntary agreement between Wymondham College and a Local Authority or Charitable Trust to provide a boarding place for reasons of boarding need.	LA Lead Professional or Trust Officer
f	His/her home is in a remote rural location and appropriate education is not available within a reasonable daily travelling distance.	Current Principal or LA Officer
g	His/her home is in a remote rural location and he/she lacks social interaction with children of the same age and/or gender.	Current Principal or LA Officer
h	He/she is a member of an elite sporting academy supported by the College of a recognised sport and requires a boarding place to participate in that academy's programme.	Officer authorised by the sport the College and Academy

OR

2. He/she satisfies at least TWO of the following criteria in that:

		Appropriate person to provide corroboration
a	He/she is in the care of a grandparent or other person, whether or not a relative, other than his/her natural parent, step parent or adoptive parent.	Teacher, Medical Practitioner, social worker or other professional person who knows the family
b	His or her main or only carer has been the victim of a serious crime or reasonably fears that he/she may become the victim of a serious crime.	Police Family Liaison Officer or social worker
c	His or her main or only carer has been diagnosed with a medical or psychological condition which is life threatening or which seriously impairs the carer's ability to care for the candidate.	Medical practitioner or social worker
d	His or her main or only carer also has the main responsibility for the care of another member of the candidate's close family or household who has been diagnosed with a serious medical or psychological condition and the care of whom seriously impairs the carer's ability to care for the candidate.	Medical practitioner or social worker
e	His or her home circumstances prevent social interaction with children of the same age and/or gender.	Teacher, Medical Practitioner, social worker or other professional person who knows the family
f	He/she has a particular gift or talent which can be developed at Wymondham College but not in his/her home area.	Teacher, sports coach or similar person who knows the candidate and his/her circumstances.
g	He/she is homeless.	Teacher, Medical Practitioner, social worker or other professional person who knows the family.
h	His/her main or only carer is a lone parent/ carer.	Teacher, Medical Practitioner, social worker or other professional person who knows the family

ADMISSIONS TO WYMONDHAM COLLEGE FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS STATEMENT/EDUCATION HEALTH AND CARE PLAN AND/OR DISABILITIES

Introduction

Wymondham College is an inclusive school and is proud to educate a wide range of students, including students with Special Educational Needs and disabilities. The College has two types of placement available to students – day placement and boarding placement. This leaflet is designed to explain how admissions arrangements in relation to both types of placement for students with an Education Health and Care Plan and other students with SEND are handled at the College.

Admissions and the Law

The Sapientia Education Trust (SET), is the Admissions Authority for the College. The policy places certain obligations on the College around admissions and, in particular, requires compliance with the terms of the School Admissions Code and sets out a duty to comply with the contents of the SEN Code of Practice. The admission of a student with a Special Educational Needs (SEN) Statement/Education Health and Care Plan (EHCP) will be administered through Norfolk Local Authority for those students who reside in Norfolk and the relevant “home” local authority for other students. Those local authorities must make decisions in accordance with the requirements of the Education Act 1996) and the SEN Code of Practice (9.77-9.94). The College is also committed to meeting its responsibilities under the Equalities Act to make reasonable adjustments to facilitate the admission of a student with a disability. The unusual nature of the College means that there are some differences in the way that the College manages these responsibilities compared to maintained schools and other Academies.

Contact with Staff

The parent/carers of a prospective student seeking admission to the College through an SEN Statement/EHCP should register their interest with the External Relations Department and their EHCP coordinator in the first instance. They will pass on the email address for the SENDCO to discuss the proposed admission.

These staff members are pleased to help prospective students and their parents. However, they do not make decisions about the feasibility or otherwise of an admission and nothing that they say should be taken as an indication that a place at the College will be available to any individual student or that the College will be able to provide any particular arrangement for any student, if admitted.

The parent/carers of a prospective student with a SEN and/or disability are also welcome to contact the External Relations Department to discuss any reasonable adjustments that might be required.

Resources at the College

The resources for supporting students with Special Educational Needs and or a disability are no better or worse than at any other mainstream school. Although the College aims to deal professionally with a range of Special Educational Needs and disabilities, it does not purport to have any greater expertise or success in doing so than any other mainstream comprehensive school or Academy.

Boarding Places

The naming of the College in a SEN Statement/EHCP does not guarantee that a boarding place will be made available, only that the College will admit the pupil in accordance with the SEND Code of Practice paragraph 9.83. It is the responsibility of Wymondham College to decide whether or not any student is suitable to board and guidance on the process of determining suitability is contained in the College Admission Policy. In considering the suitability of an applicant for a boarding place, Wymondham College will take into account the extent to which reasonable adjustments may be made to the boarding arrangements at the College. Even where a student may be deemed suitable to board, issues such as the ability of parents/carers to remain in regular contact with the College and to attend review meetings if they live at a distance from the College must be taken into consideration when assessing how successful a placement at the College may be for any particular student.

The Statementing Process

The Principal, on behalf of the College, is asked to comment on a proposal to name the College in a SEN Statement/EHCP. In addition to commenting about any boarding issues, the Principal will formally object to the naming of the College where in his professional opinion it seems that to admit the student concerned would be incompatible with the efficient education of other students or would be an inefficient use of resources for the College or the Local Authority. He will also comment on other matters, for example if a day student would have an inordinately long journey to the College. This is of particular relevance as the College operates a six day week for main school students.

Contacts

As noted above, all initial queries about admission to Wymondham College must be directed to the External Relations Department at admissions@wymcol.org.

Entry Requirements for Year 12 and the oversubscription process, 2025

The minimum entry requirement, to study 3 A Levels, with a possible fourth option of Further Maths or the EPQ, for Year 12, September 2025 is:

- An average GCSE of Grade 5 across a student's best 8 subjects
- At least, a Grade 5 in both English Language and Maths
- Specific Course requirements for the subjects that a student wishes to study which can be found in the A Level Course Booklet