



# Admissions Policy

Committee/Person(s) Responsibility: **Education Strategy Director**

Distribution: **Visible Learning Website**

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Policy written by Julie Cathcart and approved at the Trustees Board meeting August 2014. This policy is reviewed every year.

## Document Reviews

Version	Date	Approved/ Reviewed	Comments	Initial
1.0	July 2014	August 2014		JAC
1.0	August 2015	November 2015	No changes	JAC/ LR

# Admissions Policy

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The fellowship is totally committed to ensuring that admissions to academies within the trust are in line with statutory guidance; pupils will be admitted without reference to ability, aptitude or culture. Generally schools will work with the Admissions procedures designated by their home local Authority. The criteria and guidance below reflects most Local Authorities.

<b>School:</b>	
<b>Published Admission Number (PAN):</b>	

## Over-Subscription Criteria

The following criteria will be applied to all applications, in the order set out below, to decide which children to admit in the event of oversubscription i.e. when there are more applications than places available:

a)	<p>"Looked After Children", as defined by section 22 of the Children's Act 1989</p> <p><i>Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, 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 (see the definition in section 22 (1) of the Children Act 1989).</i></p>
b)	<p>Where a child has a brother or sister currently in the school.</p> <p><i>Brother or sister is defined to include adopted siblings, half-siblings, step-sibling, and the child of a parent or carer's partner; but only if the siblings in question are resident in the same household.</i></p>
c)	<p>Children living in and attending state-funded primary schools in the civil parishes of <b>(list parishes/schools here)</b>.</p> <p>A map of the areas is available on the school website or from the school.</p>
d)	<p>Children attending state-funded primary schools within The Education Fellowship Multi-Academy Trust <b>(list schools here)</b>.</p>
e)	<p>Where there are medical grounds for admitting the child. These must be supported by a doctor's report explaining why the school is the most suitable school for the child.</p> <p><i>Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school;</i></p>

	<i>For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.</i>
f)	Children of a member of staff employed by the school for more than two years at the time of which the application is made, living in the same family unit at the same address ( <i>letter from Principal/Headteacher required and must be submitted at the time of application</i> ).
g)	All other children (i.e. those resident and attending primary school outside the areas specified in criteria c).
<p>In the event of a "tie" under a single criterion (as above), allocation of a place will be decided by the proximity of the child's home to the school, with those nearer accorded the higher priority. Distances supplied by the LA will be used and these will measure the straight line distance using the Ordnance Survey eastings and northings of the home and school address. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots.</p>	

## **Waiting List**

In the event of oversubscription, a waiting list will be maintained by the school, ranked according to the criteria set out above. Applicants will join the waiting list according to these criteria regardless of the order in which the applications are received. When a place becomes available, it will be allocated to the child at the top of the waiting list. The school will maintain the waiting list and parents must go to the school to go on the waiting list, the list will close at the end of the summer term for a September start date.

## **Applications from twins and other multiple births**

The school will admit a twin (or other sibling from a multiple birth) even if this takes the number of admissions over the PAN, if to do otherwise would result in such siblings being separated. This will also be applicable in primary schools in the case of an infant class where one sibling from a multiple birth is offered the 30<sup>th</sup> place.

## **Applications for school places outside the normal admissions round**

The school will follow the agreed Fair Access Protocol (or equivalent local arrangement) for hard-to-place children with applications going directly to the Local Authority. Other applications for admission to the school beyond the normal transfer age should be made directly to the school. The Principal/Headteacher along with the Chair of Governors will first consider

whether places are available up to the year group's PAN, if available places remain oversubscribed, applicants will join the waiting list according to the criteria described above.

### **Admission of children of UK Service personnel outside the normal admissions round**

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the Local Authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area'). Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

The Local Authority will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

### **Admission to Post 16 Provision**

There is no limit on Post 16 places for pupils completing Year 11 at the school and meeting the entry requirements below. There will be an agreed number of places available to pupils applying from other schools. Where there is capacity to accept additional pupils on courses, additional pupils may be admitted. If this is not the case and there is over-subscription from pupils who meet the minimum entry requirements below, the over-subscription criteria above will be applied.

The Post 16 provision currently offers a range of advanced courses. The minimum entry requirement is five or more A\* to C grades at GCSE. For admission to some A Level courses, additional GCSE requirements apply. Such course requirements are published in the prospectus. Applicants to programmes mainly comprising vocational or applied A levels may be accepted with three or four suitable A\* to C grades if this is judged to be appropriate.

### **Right of Appeal**

Parents have the right to appeal to an independent admissions panel if their child is not offered a place at the school. For details on how to appeal, contact the school directly. If your child secures a place on appeal, the place must be taken up within 20 school days of the date stated on the original application form.

### **Deadline**

The deadline for applications for places at the school for year 7 in September 20XX is either 31 October 20XX or 15 January 20XX for reception. Applications are possible after this date, but they will be treated as late admissions under the LAs agreed procedures.

### **Where to apply**

Applications within the normal admissions round for entry into reception and Year 7 are made through the co-ordinated admissions system of the Local Authority in which a family lives.

Applications outside this co-ordinated process, for entry into other years including Year 12, should be made directly to the school.