

Ormiston Endeavour Academy

Secondary School Admissions policy

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Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	
Date approved by committee	
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Description of changes from the model policy (if any)	2.2 Eligibility criteria

Ormiston Academies Trust

Admissions policy

Policy Version Control

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I. Policy statement and principles

I.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2018 to September 2019. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on the academy web site. Arrangements for visits outside these dates can be made through the academy office on 01473 464545.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

I.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Assistant Principal Support for Learning in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-16. The main intake is:

- Secondary

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address (front door). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Catchment area and Feeder Schools

Please see: www.suffolk.gov.uk/children-families-and-learning/schools/schools-places/school-catchment-areas/

Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

In line with The Schools Admissions Code 2014 (“the Code”) Ormiston Endeavour Academy will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for non European Economic Area nationals. Ormiston Endeavour Academy will not refuse a school place simply because of doubts about the child’s immigration status.

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until 31 December following the main academy intake in Year 7. Each added child will require the list to be ranked again in line with the academy’s oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time: 14 days from the initial offer.
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there

are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the Principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for secondary admissions. For further information on this process please contact the Academy's Assistant Principal Support for Learning on 01473 464545.

Number of spaces (PAN)

The academy has an agreed admission number of 180 per year.

Application process

Applications for the 2018/2019 academic year begins September 2017.

To apply you need to complete Suffolk County Councils application form (CAF1) and submit this directly to Suffolk County Council by the deadline, 31 October. This should be done online at www.suffolk.gov.uk/admissions or submit a normal year of entry application form (CAF1) available from the Local Authority Admissions Team on 0345 600 0981 or at www.suffolk.gov.uk/admissions no later than the national closing date of 31st October,

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

Selection criteria

Children are admitted to the Academy using the criteria outlined in this policy. Arrangements for applications for places will be made in accordance with the Local Authority's (LA) coordinated admission arrangements and will be made on the normal year of entry application form (CAF1) provided and administered by the Local Authority.

Children who have special educational needs but who are not statemented or have an EHC plan will be treated equally to all other applicants in the admissions process. This includes children who may need extra support or reasonable adjustments to be made. See our SEN policy for details of special provision provided by the Academy.

If the number of applications is less than the number of spaces then all children will be offered places.

Oversubscription criteria

If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
2. Student with exceptional medical or social needs, that can only be met by providing a place at Ormiston Endeavour Academy rather than any other school. This will only be considered where there is evidence

attached to the application and will need to take the form of evidence from an appropriate professional like a Doctor (Consultant) or Social Worker.

3. Students with a sibling in attendance at the Academy and who will still be on roll in the year of entry. See definition of sibling in “Definitions 2.1” in the policy.
4. Students whom live closest to the Academy. See the definition distance “Definitions 2.1” in the admissions policy.
5. Students from Multiple Births (e.g. twins/triplets) If the final place available at the Academy is offered to a twin, triplet or other multiple births and the remaining siblings would ordinarily be refused, Ormiston Endeavour Academy will where practicable offer places to the remaining sibling/s at the Academy.
6. Ordinarily Resident: By “ordinarily resident” we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in catchment area so that you have higher priority for a place at the Academy. Where a child lives with separated parents who have shared responsibility, each for part of the week, the ordinarily resident address will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child’s living arrangements at the time of application.
7. Late applications: Applications received after the set closing date will be accepted but will not be normally considered for a place at the Academy until after the initial offer date.
8. Tie Break: In the unlikely event that two or more applicants competing for a single place at Academy live the same distance from the school, the place will be offered to one applicant on the basis of random lots drawn by a person who is independent of the Academy.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance to the local authorities Fair Access Protocol. In-year admissions forms (ADMI) can be obtained from the Academy’s website: ormistonendeavouracademy.co.uk or from Suffolk County Councils website: www.suffolk.gov.uk/admissions

- This form should then be completed and returned to the Academy
- An offer may be withdrawn if the Academy has not heard back from the parent or carer of the child within the 14 day acceptance period.
- In an event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply
- The Local Governing body has the right to refuse in year admission of children who have been permanently excluded from two or more schools, if the last time was less than two years ago.
- An in year application for a child who had been permanently excluded from another school will go through the Fair Access Protocol.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student’s admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local

authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

Appendix I.

OAT Admissions Policy Adoption Process (for all OAT academies)

Autumn Term (for the Admissions for the Academic Year 2018/19)

- July 2016 Admissions process/policy for admission in the Academic Year 2018-19 approved by the Trustees
- September 2016 policy sent to schools by the Governance Team and discussed at first Regional Director meeting, for adoption by LGBs
- All academies **MUST** adopt the policy in its totality as it is the OAT agreed admissions policy. There are sections that allow for individual aspects of admissions to be added (such as fair banding)
- The personalised policies for each Academy **MUST** be returned to the OAT safeguarding and compliance co-ordinator for checking against the Admissions code by the end of September 2016
- Any requests by academies that do not sit within the policy have to go for approval to the Trustees Sub-committee (November)
- OAT HQ will contact each Academy **NO LATER** than the 1st December to ratify your individualised policies
- 2016 All academies to agree to a **FULL** consultation on the OAT admissions policy (and thereafter every 7 years if there is no changes each year)

Consultation Process

1st October 2016

The earliest date that academies can begin a consultation period.

1st December 2016

The latest date when OAT HQ will return individualised admission policies for approval

20th December 2016

The last possible date that schools can begin the consultation period in order to consult for the required six weeks and complete the process by the deadline of 31st January 2017.

31st January 2017

Any feedback from the consultation that is of importance with regards requested changes communicated to OAT HQ through the safeguarding and compliance co-ordinator as we would have to seek Trustee approval

28th February 2017

The deadline for LGBs, determining (finalising) the school's admissions policy.

28th February 2017

The deadline by which academies **MUST** publish their appeals timetable for the academic year 2018-19 on the academy's website

15th March 2017

The deadline by which academies **MUST**:

Send the determined policy for 2018/2019 to their local authority [Diocese]

Publish the determined policy for 2018/2019 on the school's website

What constitutes Consultation?

Consultation involves sending out the school's proposed admission policy **before** it is determined to invite comments or objections. Schools **MUST** consult with, i.e. send their proposed admissions policy to:

- Parents of children between the ages of two and eighteen
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools). This would include any other school in the borough which is their own admission authority.
- The local authority
- Any adjoining neighbouring local authority
- The Diocese [if applicable]

Good practice would be to ask all your feeder primary schools to send out letters to parents, put a notice in your local paper, advertise the consultation in other local areas or community centres etc. Make a record of all the ways in which you ensured the community was informed of the consultation.

For the duration of the consultation period, the school **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the school to whom comments may be sent and the areas on which comments are not sought. Schools **MUST** also send upon request a copy of the proposed policy to any of the person or bodies listed above inviting comment.

Failure to consult effectively may be grounds for subsequent complaints and appeals and so it pays to get the consultation right.

Appendix 2.

Template consultation letter

Date

Dear Sir/Madam

Proposed Change to Admissions Arrangements at (insert name of Academy).

The Governors of *[Insert name of Academy]*, are consulting on proposed changes to their admissions arrangements.

The proposed changes would take effect from the beginning of the academic year 2018. The changes to the policy are:

[Bullet point here any changes from your previous policy]

The aim of these changes are to bring the school in line with the Ormiston Academies Trust agreed admissions policy and ensure that the arrangements continue to be appropriate and that they comply with all the relevant requirements.

The full admissions policy and details relating to the consultation are available on the schools website – *[Insert a link to website]*

The consultation will run from *[Insert the dates of your consultation period here]*. If you wish to comment on the proposed changes please contact *[Insert the school address and a possible email contact here]*

Yours Sincerely

[Name of Principal]