

# Admissions Policy

Policy Version Control

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Responsible committee:	IEB
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### Change Control

Date	Changes made	Agreed by	Authorised for use by	Date of review
03/10/16	Insertion of Appendix 1 and 2 as per OAT update to Policy.			23/10/16

### Monitoring and Review (if applicable)

The admission arrangements for the Academy will change in accordance with national legislation and policy review. Parents will be informed of any changes being made.

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## 1.0 INTRODUCTION

Our admissions procedure is set out in accordance with what has been agreed by the Local Authority Co-ordinated Scheme. This policy is in line with government legislation and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents and their children through the application process.

This policy will apply to all admissions from September 2017/18 including in-year admissions.

## 2.0 ADMISSIONS PROCEDURE

The Local Governing Body is the admissions authority and oversees all applications and admissions to the Academy.

For the Academy year commencing September 2017/18 the governing body's published admissions number (PAN) is 180. The Academy can accommodate up to 180 children in each of its five year groups.

### 2.1 Applying for a place

Ormiston Endeavour Academy welcomes all applications. We have one main intake in Year 7. We encourage entry at this time so as to aid the progression of the child academically without interruption; however, children are welcome to apply for entry in any year.

Parents are encouraged to visit the Academy with their child if they are planning to apply for a place and we have a number of open events during the year. Arrangements for visits outside of these dates can be made through the Academy office.

Children are admitted to the Academy using the criteria outlined in this policy. In no way does the academic ability of the child come into consideration when places at the Academy are being allocated. Arrangements for applications for places at the Academy 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.

Parents of children living in Suffolk should apply online at [www.suffolk.gov.uk/onlineadmissions](http://www.suffolk.gov.uk/onlineadmissions) 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](http://www.suffolk.gov.uk/admissions), no later than the national closing date of 31 October. Parents of children who do not live in Suffolk should contact their LA on how to apply. Offer letters will be issued on the National Offer Date of 1 March or the next working day.

### 2.2 Over-subscription

Places will be first allocated to students with Statements of Special Educational Need/Education, Health and Care plan. Then, if there are more applicants than places for the Academy, the remaining places will be offered in the following order of priority:

- Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after);<sup>1</sup>

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<sup>1</sup> 'Previously looked after children' includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). 'Child arrangements orders' are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

- Students with exceptional medical or social needs, that can only be met by providing a place at Ormiston Endeavour Academy rather than any other school;
- Students with a sibling in attendance at the Academy and who will still be on roll in the year of entry. A “sibling” refers to brother or sister, step brother or sister or the child of the parent/carer’s partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling;
- Students who live closest to the Academy. Distances will be measured by a straight line (“as the crow flies”). 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 there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

Applications made under criterion (ii) will only be considered if supporting evidence from an appropriate professional or other suitably qualified person (e.g. doctor or social worker) is attached to the application form.

### **2.3 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 sibling/s would ordinarily be refused, Ormiston Endeavour Academy will offer places to the remaining sibling/s at the Academy.

### **2.4 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 the catchment area so that you have a 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.

### **2.5 Late Applications**

Applications received after the set closing date will be accepted but will not normally be considered for a place at the Academy until after the initial offer date.

### **2.6 Tie break**

In the unlikely event that two or more applicants competing for a single place at the School live the same distance from the School, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the School.

### **2.7 Operation of Waiting lists**

The Academy will operate a waiting list for each year group. Where, in any year, Ormiston Endeavour Academy receives more applications for places than there are places available, a waiting list will operate. For Year 7 the waiting list will close at the end of the first full week of the Spring Term, for Years 8-11 the waiting list will close at the end of the first term after the start of the school year. Parents should confirm at the time of notification that they wish their child to be placed on the waiting list. Any places offered from the Academy’s waiting list will be offered strictly in accordance with the above admission criteria and will not work on a first come first served basis.

### **2.8 Appeals**

Unsuccessful applicants have a right of appeal to an independent appeal panel. Further details will be included in the notification letter.

## 2.9 Children with a Statement of Special Educational Needs/Education, Health and Care Plans

The Academy will admit all children who are Statemented or who have an Education, Health and Care Plan and have this Academy named if they are applying at the beginning of the school year. For in-year admissions, the Academy is not obliged to offer a place to a child with a Statement of Special Educational Needs if it has not yet been consulted by the Local Authority about being the named Academy.

Children who have special educational needs but who are not statemented 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. The Academy will do everything it can to accommodate these students. See our **SEN Policy** for details of special provision provided by the Academy.

## 3.0 IN YEAR ADMISSIONS

You can apply for a place at the Academy by:

- Filling in the own admission authority application form (ADM1) available to download from the Academy website, from [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) or a copy can be collected from the Reception Office at the Academy;
- Returning the completed form to the Academy;
- Applications will be considered in accordance with above oversubscription criteria;
- 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 the 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 the 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 has been permanently excluded from another school will go through the Fair Access Protocol.

## 4.0 IN YEAR FAIR ACCESS PROTOCOL

The Academy is committed to taking its share of vulnerable students who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Academy's Local Governing Body is empowered to give absolute priority to a student where admission is requested under any local protocol which carries the agreement of the local authority for the current admission year. The Local Governing Body has this power even when admitting such a student would exceed the normal admission number.

## 5.0 OFFERS

The Academy may withdraw its offer if it is found that the place was offered based on a fraudulent or intentionally misleading application.

Parents must notify the Academy immediately if there are any changes that may affect their child's application, such as a change of address. Where the child has multiple addresses, the address given to the Academy should be the one where the child spends the majority of the Academy week.

## 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 1<sup>st</sup> 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.

### **1<sup>st</sup> 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.

### **31<sup>st</sup> 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]*