



# Admissions Policy 2016/17

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This policy links to:	
<ul style="list-style-type: none"> <li>• Equalities Policy</li> </ul>	

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## 1 Introduction

- 1.1 Academy Transformation Trust is the admissions authority for its academies. The Board of Academy Transformation Trust has delegated to the Local Governing Body of the academy the decisions about which children to admit, within the parameters of this policy.
- 1.2 This policy relates to the School Admissions Code 2014, School Admission Appeals Code 2012, the Equality Act 2010 (also see our Equalities Policy), Human Rights Act 1998 and the School Standards Framework Act 1998 and any regulations thereunder.
- 1.3 All children whose statement of special educational needs or education health and care plan names the academy must be admitted (paragraph 1.6 of the School Admissions Code, February 2014). For information on our SEN local offer visit the academy website.
- 1.4 Where fewer applications are received than the number of places available for a relevant age group (normal age that pupils are admitted to the academy) then all applicants will be offered a place.
- 1.5 Where there are more applications than places for a relevant age group then the oversubscription criteria shall be used to determine which children are offered a place.

## 2 How to apply

- 2.1 If you are applying for a place during the normal admissions round then you should use the Common Application Form (CAF) provided by your home Local Authority i.e. you are applying for your child to join the academy in Reception, Year 3, Year 7 or Year 12 prior to the CAF submission deadline (31 October for Year 7, or 15 January for Reception or Year 3). Not all Local Authorities refer to the application form as a CAF and many are now providing the option to apply online. You should check the application process for your home Local Authority. For the purposes of this policy the application process will be referred to as CAF submission.
- 2.2 Applications for Reception, Year 3 or Year 7 received after the deadline will be treated as late applications and will therefore be considered in accordance with the relevant 'home' authorities' co-ordinated scheme.
- 2.3 For applications to join Reception: the academy will make arrangements for all children allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy is deferred until later in the academic year or that your child attends the academy part time until they reach compulsory school age. Your child must be in attendance at the academy in the final term of the academic year for which the original application was accepted.
- 2.4 For applications to join Year 3: If your child is due to finish Infant School and you would like them to attend a Primary Academy then you should list the Primary Academy on your CAF. If Year 3 is not the normal admissions round for a Primary Academy, the application will be assessed as if you had made an in-year application.

- 2.5 For applications to join Year 12: entry is dependent on meeting the academic requirements for your chosen courses, details of which can be obtained from the relevant academy. In addition to applying using the CAF you also have the option to apply directly to the academy. For details on how to apply directly you should contact the Head of 6<sup>th</sup> Form.
- 2.6 All other applications for admission are classed as in-year applications and should be made to the home Local Authority for Years R – 6 and directly to the academy using the form in appendix 1 for Years 7 – 13.

### 3 How many pupils will be admitted?

- 3.1 Each academy has set the number of pupils that will be admitted during the normal admissions round, this number is the Published Admissions Number.
- 3.2 If the number of applications received for an academy exceeds the admission number then the oversubscription criteria will be used to determine which pupils are allocated a place.
- 3.3 The admission numbers for our academies are:

	Admission Number
<b>Admission into Reception</b>	
Iceni Academy, Hockwold	20
Jubilee Academy	30
Kingsmoor Academy	30
Norwich Road Academy	60
Ravens Academy	45
Star Academy, Sandyford	30

	Admission Number
<b>Admission into Year 3</b>	
Admirals Academy	90
Diamond Academy	60

	Admission Number
<b>Admission into Year 7</b>	
Bristnall Hall Academy	190
Hathaway Academy	180
Iceni Academy, Methwold	160
Mark Hall Academy	210
Mildenhall College Academy	210
Sutton Community Academy	150
The Dukeries Academy	180
The Nicholas Hamond Academy	150
Westbourne Academy	260

- 3.4 The number of places available in Year 12 for our academies is listed below. The PAN for each of our academies 20, however where an applicant meets the minimum entry requirements we will exceed PAN if we are able to.

	Capacity
<b>Admission into Year 12</b>	
Bristnall Hall Academy	50
Iceni Academy, Methwold	60
Mildenhall College Academy	220
Sutton Community Academy	90
The Dukeries Academy	150
The Nicholas Hamond Academy	75

## 4 Oversubscription Criteria

- 4.1 If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority:
1. Looked after children 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) in accordance with section 22 of the Children's Act 1989.
  2. Siblings; which for the purposes of this policy are defined as: Children living permanently at the same address as a child attending the academy at the time of their admission (including children in the 6<sup>th</sup> Form)
  3. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address. Distances are measured from the main entrance of the child's address to the door outside the academy's reception on the site where the child will predominantly be based.
- 4.2 For admission into Year 12: if there are more applicants meeting the entry requirements than there are places, priority will be given to applicants according to the rules in 4.1.

## 5 Application of the Oversubscription Criteria

- 5.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy records.

- 5.2 The address given on the application form will be used to assess the straight line distance between the main entrance of the child's address and the door outside the academy's main reception for the site where they will predominantly be based.
- 5.3 Where a child lives with parents that have shared responsibility for the child, the "address" shall be considered as the home which the child resides for the majority of the school week.
- 5.4 The unit postal address or quartering area address will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address.
- 5.5 We will accept changes to the address up to the CAF submission deadline.
- 5.6 If following the application of oversubscription criteria two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place; except in the case where the applicants that cannot be separated live at the same address, in which case the academy should admit them all. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.

## 6 In-Year Admissions

- 6.1 In-Year Admissions occur when an application for admission is made outside the normal admissions round. For applications to join Years R – 6, applications should be made using your home Local Authority application form, submitted to the Local Authority. For applications to join Years 7 - 13 applications should be made directly to the academy using the application form in appendix 1.

## 7 When do I find out if my child has been offered a place?

- 7.1 If you have applied using the CAF and your application was submitted by the deadline you will receive notification from your Local Authority advising you of the school your child has been allocated. Notifications are issued on:
  - 1 March or next working day for Secondary Schools
  - 16 April or next working day from Primary Schools
- 7.2 For late applications made using the CAF you will receive a notification from the Local Authority advising you of the school your child has been allocated on a date in line with the Local Authority policy on late applications.
- 7.3 The academy is unable to comment on your application prior to the above dates.
- 7.4 If you have applied directly to the academy using the application form in appendix 1 (in-year applications only), the academy will generally respond within 2 school weeks.

- 7.5 Once a place has been allocated at the academy, the academy will be in touch regarding the induction process.

## 8 What happens if I have not been allocated a place?

- 8.1 If your child has not been allocated a place at one of our academies and it was your first choice then their name will be added to our waiting list. If a place at the academy becomes available children will be admitted from the waiting list.
- 8.2 You also have the right to appeal the decision.

## 9 Waiting Lists

- 9.1 The academy will maintain a waiting list for each year group. Children are only added to the waiting list following an application to join the academy.
- 9.2 The waiting list for the normal admissions year group (Reception, Year 3, Year 7 or Year 12) will be cleared on 1 January each year. The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list you will need to reapply for a place at the academy.
- 9.3 Children are ranked on the waiting list in order of the oversubscription criteria above.
- 9.4 Children allocated a place at the academy in accordance with the Fair Access Protocol will take priority over children on the waiting list.
- 9.5 The Fair Access Protocol is an agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are shared out to make sure no one school has to take too many of these children.

## 10 Appeals

- 10.1 Appeals should be submitted directly to Academy Transformation Trust on the appeals form in appendix 2.
- 10.2 For applications made on the CAF the deadline for submitting an appeal is:
- 16 April or next working day for applications to join Year 7
  - 20 May or next working day for applications to join Reception or Year 3
- 10.3 For applications made directly to the academy or where you applied using the CAF but were notified of the outcome of your application later than the date listed in 7.1, the deadline for submitting an appeal is 20 school days from the date of your notification letter.
- 10.4 If you miss the deadline for lodging an appeal, where possible we will try to hear your appeal within the same timeframe as if it had been on time. However if this is not possible it will be heard at a later date.

10.5 Appeals will be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code 2012.

## Appendix 1 – In-Year Application Form

To be returned to [insert relevant academy details]

### Name of Academy:

Click here to enter text.

### Section 1: Child's Details

Forename (s): Click here to enter text. Surname: Click here to enter text.

Address:

Click here to enter text.

Date of Birth: Click here to enter text.

Gender: Male  Female

### Section 2: Your Details

Surname: Click here to enter text. Title: (Mr, Mrs, Miss, Ms or other) Click here to enter text.

Forename (s): Click here to enter text. Relationship to Child: Click here to enter text.

Address:

Click here to enter text.

E-mail Address: Click here to enter text.

Telephone Number: Click here to enter text.

Mobile Number: Click here to enter text.

### Section 3: Oversubscription Criteria

1) Has your child a statement of Special Educational Needs or an Education, Health and Care Plan?

Yes  No

a) If yes to the above: Is this academy listed on your child's plan? Yes  No

2) Is your child a looked after child or previously looked after child?

Yes  No

3) Is another child registered at the same address in attendance at the academy? Yes  No

a) If yes to the above: child's name: Click here to enter text.



If you have selected yes to questions 1 or 2 please provide evidence with your application.

#### **Section 4: Additional Information**

Please provide as any additional information you want to be considered as part of your application  
[Click here to enter text.](#)

## Appendix 2 – Admission Appeals Form

**To be submitted by:** [insert date]

**To be posted to:** Appeals, Academy Transformation Trust, Room 501, One Victoria Square, Birmingham B1 1BD

Or

**E-mailed to:** [appeals@academytransformation.co.uk](mailto:appeals@academytransformation.co.uk)

**Name of Academy appeal relates to:**

[Click here to enter text.](#)

### Section 1: Child's Details

Forename (s): [Click here to enter text.](#) Surname: [Click here to enter text.](#)

Address:

[Click here to enter text.](#)

Date of Birth: [Click here to enter text.](#)

Gender: Male  Female

### Section 2: Your Details

Surname: [Click here to enter text.](#) Title: (Mr, Mrs, Miss, Ms or other) [Click here to enter text.](#)

Forename (s): [Click here to enter text.](#) Relationship to Child: [Click here to enter text.](#)

Address:

[Click here to enter text.](#)

E-mail Address: [Click here to enter text.](#)

Telephone Number: [Click here to enter text.](#)

Mobile Number: [Click here to enter text.](#)

Do you need an interpreter? Yes  No

Please let us know if you have a disability or special need which would affect your ability to attend the meeting:

[Click here to enter text.](#)

### Section 3: Oversubscription Criteria

- 1) Has your child a statement of Special Educational Needs or an Education, Health and Care Plan?  
Yes  No   
b) If yes to the above: Is this academy listed on your child's plan? Yes  No
- 2) Is your child a looked after child or previously looked after child?  
Yes  No
- 3) Is another child registered at the same address in attendance at the academy? Yes  No   
b) If yes to the above: child's name: [Click here to enter text.](#)

If you have selected yes to questions 1 or 2 please provide evidence with your application.

### Section 4: Reason for the appeal

Please provide as much detail as possible and include any evidence in support of your appeal with this form.

[Click here to enter text.](#)