

Ormiston Meadows Academy



Admissions Policy

Date adopted: 18/10/16

Next review date: 18/10/17

Policy Version Control

Policy prepared by	Academy Model Policy
Responsible committee	
Date approved by committee	
Date ratified by LGB (if required)	
Description of changes from the model policy (if any)	

Ormiston Academies Trust

Admissions policy

Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Nicki Wadley – Head of Governance
Last review date	November 2015
Description of changes	<p>Reviewed to ensure policy meets DfE Statutory admissions requirements. No changes made.</p> <p>Appendices added to provide detail on consultation process and a template consultation letter.</p>
Name and date of line manager's approval	17 th July 2016 Julie Bloor, Executive Head and Regional Director
Date of Board of Trustees approval	21 st July 2016
Date released	25 th August 2016
Next review date	August 2017

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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 01/09/2017 to 01/09/2018. 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 at www.ormistonmeadows.co.uk. Arrangements for visits outside these dates can be made through the academy office.

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 Principal 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 4 and 11 years. The main intakes are:

- Foundation 2 (4-5 years)
- Primary comprising of Key Stage 1 and 2 (5-11 years)

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).

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

Please refer to Peterborough School Admission Arrangements 2017-18

Feeder schools

N/A

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

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

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
 - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
 - Refugee 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. 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.
- 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 will be in consultation with OAT.

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

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. Early year's admissions

The process detailed in this section is for admissions for the academy early years provision. For further information on this process please contact Naomi James, EYFS Lead. Please note , Foundation 2 admissions are dealt with through Peterborough Local Authority.

Number of spaces (PAN)

The academy has an agreed admission number of 30 per year.

Application process

Applications for the 2017 academic year begins November 2016. The closing date for applications for this year is 15th January 2017.

If your child was born between 1st September 2012 and 31st August 2013 you should start enquiring about school places by November 2016. You can complete your application online.

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

Selection criteria

If the number of applications is less than the number of spaces then all children will be offered places. For our selection criteria please follow the link to the Peterborough guidelines.

Oversubscription criteria

If the academy receives more applications than there are available places, priority for admission will be given to those children who meet the oversubscription criteria please follow the link to the Peterborough guidelines.

In-year admissions

Any applications made outside the main intake period will be dealt with in accordance with the process for early years detailed in this section.

In-year admissions forms can be obtained from the Peterborough link.

Unsuccessful applications

The **Local Authority** 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.

4. Primary admissions

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact Mrs James Admission Officer.

Number of spaces (PAN)

The academy has an agreed admission number of 30 children per class per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

Application process

Applications for the 2017 academic year begins November 2016.

To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 15 January. Please go to the Peterborough link.

All offers of primary places will be made through the local authority (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 primary national offer day (16 April or the next working day).

By law, children must start statutory full time education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory age, parents may defer their child's entry until later in the academic year.

Children born between 1 September and 31 December (Autumn term) can attend full time, request to attend part-time from September or defer admission until the beginning of January 2018

Our admissions policy allows children to start at the academy earlier than the law requires. However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the academic year. All children must start at the academy by the beginning of the term following their fifth birthday and the place must be taken up by the start of the spring term. If a request is made to defer the entry date for a child then the entry the place will be held and will not be offered to another child.

Selection criteria

See the link for Peterborough guidelines.

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

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. Please follow the link to the Peterborough guidelines.

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 with the local authority's Fair Access Protocol. In-year admissions forms can be obtained from Peterborough link.

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 **Local Authority** 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 timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

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.