



## **Policy Documentation**

# **Admissions and Appeals for the admission year 2021-22**

**Responsibility for review: Executive Principal**

**Date of next review: October 2020**

**Last consultation period: 14 December 2018 – 25 January 2019**

**Determined by: Trust Board – 17 December 2019**

# Admissions

## Statement of Policy

The Academy is committed to:

- admitting an intake reflective of all local communities;
- resolving a situation where there are many more applications than places available;
- providing a consistency of approach in a potentially emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with special educational needs and disabilities, and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with all schools within the Bradford local authority to improve behaviour and reduce exclusions by participating in the writing of and adhering to the Fair Access Protocol.

## The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that prospective parents/students are aware of the admissions procedures;
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span;
- to demonstrate that our procedures comply with the School Admissions Code;
- to provide an appropriate appeal procedure for those who are dissatisfied with the outcome of their applications which complies with the School Admission Appeals Code.

## Procedures for Reception entry

### The admission arrangements are:

- a) There are 60 places available.
- b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Bradford Local Authority's booklet "A guide for parents about admission arrangements to Primary Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- c) Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the stated deadline.
- d) Children attending the Academy's nursery are not guaranteed a place in the reception class and parents must complete the Common Application Form (see above) to apply for a place.

### Oversubscription criteria

The Academy will admit up to 60 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 60 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out below:

- a) Looked-after children or children who were previously looked after. See note 1 for a definition of these terms.
- b) Children who have *exceptional* social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

Consideration under this criteria will be decided based on the information received and parents will be informed if the application meets this criteria before the end of March. See note 2 for how to apply.

- c) Up to two children of staff, who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 3 for how to apply. If demand exceeds places at this point, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).
- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 5 for a definition of sibling). If demand exceeds places at this point, places will be decided based upon proximity to the Academy as detailed at point e).
- e) Admission of children on the basis of proximity to the Academy using straight line measurement taken from the Ordnance Survey reference point for the home address (see note 6) to the main entrance of the school. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be decided by using a computerised random number generator programme (see note 4).

Where a child is allocated a place and they have a sibling/s (brothers or sisters) applying for the same year group, the sibling/s will also be offered a place/s (see note 7).

### Notes

1. 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).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, a child arrangements order or special guardianship order, or a child who has been in state care outside of England and ceased to be so as a result of being adopted.

2. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the supporting information described above.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

3. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer stating the name, post, and length of service of the member of staff and the child's name and date of birth.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

4. All applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

5. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house.
6. 'Home address' refers to the child's permanent home at the time of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.
7. Where twins or triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.

#### *Deferred entry*

Parents will be offered a full-time place in the September of the school year in which their child's fifth birthday falls. Parents can request for their child to start their schooling on a part-time basis or to defer the start until their child reaches compulsory school age; these requests should be addressed to the Principal. In such instances children will commence schooling at the beginning of a term.

Where entry is deferred, the school will hold the place and not offer it to another child during the remainder of the school year for which the application was made. Parents cannot defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the summer term (in April) of the school year for which they applied.

#### *Requests to offset*

Where parents feel that their summer born child's needs are such that they would benefit from starting school a year later, they may request this using the local authority's 'Request to Offset' form. Further information on this is available in the School Admissions section of the authority's website.

### **Calendar for admission**

#### *Mid November 2020*

Local authority booklet and common application form (CAF) is made available.

#### *December 2020*

An Open Event will be held.

#### *15<sup>th</sup> January 2021*

Deadline for receipt of:

- local authorities' common application forms.

- letters or e-mails and any documentation in relation to applications under exceptional need.
- letters or e-mails in relation to applications under children of staff oversubscription criteria.

16th April 2021

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

## Procedures for Year 7 entry

### The admission arrangements are:

- There are 245 places available.
- Scholars in Year 6 at the Academy will have an automatic right to transfer into Year 7 but parents must still complete the form specified at point d) (below) by the stated deadline and list the Academy as a preference.
- Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Bradford Local Authority's booklet "A guide for parents about admission arrangements to Secondary Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.
- Applications have to be made on the Common Application Form (CAF) provided by the local authorities by the stated deadline.

### Oversubscription criteria

The Academy will admit up to 245 children in the relevant age group each year if sufficient applications are received. Because the Academy is an all-through Academy, 60 of these places are automatically available to children already attending the Academy in Year 6. Once those Year 6 children who require them are allocated a place, any remaining places will be allocated to other children applying. All applicants will be admitted if 245 or fewer apply.

If the Academy is oversubscribed, after the admission of children with an Education, Health & Care Plan, where the Academy is named, priority for admission will be given to those children who meet the criteria in the order set out overleaf:

- Looked-after children or children who were previously looked-after. See note 1 for a definition of these terms.
- Children who have *exceptional* social or medical need, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services. The recommendation must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

Consideration under this criterion will be decided based on the information received and parents will be informed if the application meets this criteria before the end of December. See note 2 for how to apply.

- Up to four children of staff, who have been in post for at least two years, or to staff recently appointed to a post for which there is a demonstrable skill shortage. See note 3 for how to

apply. If demand exceeds places at this point, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

- d) Children whose siblings live at the same address, currently attend the Academy, and will continue to do so on the date of admission (see note 5 for a definition of sibling). If demand exceeds places at this point, places will be decided based upon proximity to the Academy as detailed at point e).
- e) Admission of children on the basis of proximity to the Academy using straight line measurement taken from the Ordnance Survey reference point for the home address (see note 6) to the main entrance of the school. Where the offer of places to applicants with equi-distant addresses would lead to oversubscription, the decision of who will be offered the place will be made by using a computerised random number generator programme (see note 4).

Where a child is allocated a place and they have a sibling/s (brothers or sisters) applying for the same year group, the sibling/s will also be offered a place/s (see note 7).

### Notes

1. 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).

A previously looked-after child is a child who, immediately after being looked-after, became subject to adoption, a child arrangements order or special guardianship order, or a child who has been in state care outside of England and ceased to be so as a result of being adopted.

2. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, and accompanied by the supporting information described above.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

3. Applications must be in the form of a letter or e-mail to the Governing Body of the Academy, sent via the Admissions Officer, stating the name, post, and length of service of the member of staff and the child's name and date of birth.

The e-mail or letter is required in addition to the submission of a completed local authority application form.

4. All applications will be allocated a random number of between 1 and 8 that contains up to 7 decimal places. The numbers will be allocated by a computer programme and ranked from the smallest number at the top to the biggest number at the bottom.

The randomisation process will be supervised by an independent clerk of the independent appeals panel.

5. In addition to brothers and sisters, the term sibling includes half, adopted, step, or foster brothers or sisters *living at the same address*. It does not include cousins or other family members sharing a house.

6. 'Home address' refers to the child's permanent home at the time of admission. Where the child lives with split parents who have shared responsibility, it is for the parents to determine which address to use when applying for a school. Proof of residency may be required at any time during or after the allocation process.

7. Where twins and triplets or siblings (brothers or sisters) are applying for the same year group and only one place is available, the remaining sibling/s will also be offered a place/s above the admission number.

### **Calendar for admission**

#### *September 2020*

Local authority booklet and common application form (CAF) is made available.

#### *Tuesday 15<sup>th</sup> September 2020*

An Open Evening will be held.

#### *31<sup>st</sup> October 2020*

Deadline for receipt of:

- local authorities' common application forms.
- letters or e-mails and any documentation in relation to applications under exceptional need.
- letters or e-mails in relation to applications under children of staff oversubscription criteria.

#### *1<sup>st</sup> March 2021*

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

### **Procedures for Post-16 entry**

There are a total of 240 places in Post 16 (years 12 & 13); with 120 places specifically for Year 12. All applicants who meet the entry criteria will be admitted if 120, or fewer, apply.

The Academy's Year 11 scholars who meet the required entry criteria, have the opportunity to progress automatically into Year 12. The PAN for external applications is 10. If fewer of the Academy's Year 11 scholar's progress to Post 16, additional external applicants who meet the required entry criteria will be admitted up to the overall Year 12 capacity.

Full details of the minimum and/or specific course entry requirements will be published in the Post-16 (sixth form) prospectus that is available annually. Students not currently on roll who wish to join Post-16 must complete a Post-16 application form and return it to the Academy by the advertised deadline date in the prospectus.

### **In-year admissions**

- In the primary phase (Reception to Year 6) there are 60 places in each year group.
- In the secondary phase there are 245 places in each of Years 7 & 8 and 240 places in each of Years 9, 10 & 11.

Where vacancies occur, places are not offered based on the length of time names have been on the list but are filled in coordination with the local authorities and in line with the oversubscription criteria stated above. It is, therefore, possible that a child may be added to the list who qualifies more highly within the criteria than children already on the list because each time a child is added,

the list will be ranked again in line with the published oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (explained below) take precedence over those on a waiting list.

Applications should be made on Bradford local authority's 'In Year Common Application Form' (ICAF) which needs to be returned directly to the local authority. On receipt of an ICAF the authority will send a copy of this to the Academy, and then respond to advise if a place is available or not.

### **Fair access protocol**

All local authorities must have a Fair Access Protocol, which the Academy is required to be part of, to ensure that access to education is secured quickly for children who have no school place. Children who are dealt with under the protocol are likely to be the most vulnerable or present challenging behaviour and who cannot reasonably be managed through the normal admissions process. Children admitted through the protocol may be placed into a year group which is full and will take precedence over other children on the waiting list. It is the local authority's decision to determine which children are dealt with by the protocol and the Academy is obliged, as are other schools within the district, to admit a proportion of these children.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group, for instance, where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interest of the child concerned, taking into account the view of the Principal and any supporting evidence provided by the parent. The process for requesting such an admission is as follows:

Parents should submit an e-mail or letter to the Governing Body to request that the child is admitted to another year group (stating which year group) and the reasons for their application. Enclosed with this should be any evidence in support of their case; some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The Governing Body will advise the parent whether the request for admission out of age group has been agreed or the reason for any refusal. Where the Governing Body refuses such a request, there is no right of appeal against a refusal to offer a place in the preferred age group. The right of appeal only applies against a refusal of a place at the Academy.

## **Waiting lists and appeals**

### **Waiting lists**



If your child is not offered a place at the Academy for Reception or Year 7, your child's details will automatically remain on the waiting list until the end of December i.e. one term after the start of the year. You will need to contact the Academy in January to ask for your child's details to remain on the waiting list.

For in-year applications, the details will remain on the waiting list until the end of the academic year (July). You will need to make a new school transfer application in early July if you wish for your child to be placed onto the waiting list for the next academic year.

Where places become available they will be filled in accordance with the oversubscription criteria.

## **Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. This is a legal process and places are not 'reserved' for appeal panels to offer.

The Government has set a limit on the size of infant classes and this means that no Key Stage 1 (Reception, Year 1 or Year 2) class can have more than 30 children with one teacher. Because of this law very few appeals are successful for Key Stage 1.

If you are considering an appeal, please contact the Appeals Coordinator for further information.

Tel: 01274 423134

E-mail: [appeals@dixonsacademies.com](mailto:appeals@dixonsacademies.com)