



Admissions Policy 2019-2020

Date ratified by Local Governing Body	
Date policy to be reviewed	
Signed	



1. Change Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Tony Bown – Vice Principal
Last review date	October 2016
Description of changes	Reviewed to ensure policy meets DfE Statutory admissions requirements. No changes made. Appendices added to provide detail on consultation process and a template consultation letter.
Date of Governors' approval	
Date released	
Next review date	



Contents

1.	Policy Aims and Principles	Page 2
2.	Academy Admissions	Page 3
3.	Admissions to Year 7	Page 6
4.	In Year Admissions	Page 7
5.	Fair Access Protocol	Page 7
6.	Appeals	Page 8



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 2019 to 2020. 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 our website, facebook page, twitter and in the local newspapers. Arrangements for visits outside these dates can be made through the academy office/reception or by email info@ormistonden.es.co.uk

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 Ormiston Denes Academy and is written in line with current legislation and guidance.

1.1 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 11 and 16.

We encourage entry at the academy's main intake time (for the start of year 7) so as to aid academic progression without interruption.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Ormiston Academies Trust is the admissions authority and oversees all applications and admissions to the academy.



For the academy year commencing September 2019 the Governing Body's published admissions number (PAN) is 200. The academy can accommodate up to 200 children in each of its five year groups.

Distance

We will measure the distance 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.

Dual address

Where a child lives at two or more different addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Catchment area

Students are in our catchment area if they reside in the catchment areas of the schools listed in point 3, from page 6 below, or if they are pupils at one of those primary schools.

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

If the final place available is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, we will offer places to the remaining sibling/s.



2.2 Eligibility criteria

In line with The Schools Admissions Code 2014 ("the Code") Ormiston Denes 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 Denes 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. 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
- 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 begin 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 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 admissions team by email at admissions@ormistonden.es.co.uk

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 the Principal 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. They will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain will be given. A ADM1 application form must be sent to the Local Authority along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available.

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.

3. Admissions to Year 7

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact the admissions team via email at admissions@ormistonden.es.co.uk

Number of spaces (PAN)

The academy has an agreed admission number of 200 per year.

Application process

Applications for the 2019/2020 school year closes on 31 October 2018.

You can apply online at www.suffolk.gov.uk/admissions or complete the local authority's (LA) application form (CAF1) and submit this directly to the Local Authority by the deadline, 31 October.

Local Authority contact details:

The Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk. IP1 2BX.

Telephone 0345 600 0981 (local rate). Email admissions@suffolk.gov.uk

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).

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. Siblings of pupils who are already at the school or who have already been offered a place and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.
3. Children who are ordinarily resident in the catchment area (Blundeston Primary, Corton Primary, Gunton Primary, Northfield St Nicholas Primary, Oulton Broad Primary, Poplars Primary, Roman Hill Primary, St Margaret's Primary, Somerleyton Primary, Woods Loke Primary).
4. Children who attend a primary school within the catchment area

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5. Children who live outside the school's catchment area.

Tie-breaker

Within categories 3, 4 and 5 above, priority will be given to those students who live nearest to the academy, as measured by a straight line. 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.

In the unlikely event that two applicants competing for a single place live the same distance from the academy, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school.

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 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.

4. In-year admissions

For in year admissions, parents/careers must apply to the academy direct using the ADM1 form which will be available from the academy and from Suffolk admissions website. This form should be completed and returned to the academy for a decision to be made. Applications will be considered in accordance with the above over subscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply.

In year parental preference admissions, i.e. those not resulting from a change of address from outside the Lowestoft and Waveney catchment area, are subject to locally agreed protocols. Start dates may be delayed to the beginning of the next half term period.

5. 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 and Skills 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.

6. Appeals

Parents, and in some circumstances children, have the right to appeal against the academy's decision to refuse admission. Appeals must be lodged within 20 academy days from the date notified of an unsuccessful application and set out in writing the grounds for appeal. Any appeals submitted after the appropriate deadline will still be heard, this will be in accordance with the timescale set out in the published timetable.

Members of the panel will not have a vested interest in the outcome of the panel or have prior involvement in earlier stages of the proceedings. The composition of the panel will not include any person that is disqualified under the School Admissions (Appeal Arrangements) (England) Regulations 2012.

The following deadline will apply:

- In-year admissions appeals will be heard within 30 academy days of the appeal being lodged

The panel (by majority) will decide whether to uphold or dismiss the appeal. Where an appellant fails / is unable to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. If a panel upholds the appeal the academy is required to admit the child. All parties will be informed of the appeal outcome within five academy days of the hearing.

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.