



Policy Documentation

Admissions and Appeals for the admission year 2019/20

Responsibility for Review: Executive Principal
Date of Next Review: 01/09/2018

Admissions

Statement of Policy

The Academy is committed to:

- admitting an intake reflecting all local communities and the whole range of ability;
- resolving a situation where there may be more applications than places available;
- ensuring a consistency of approach in a potentially extremely emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with Special Needs and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with Aire Valley Schools to improve behaviour and reduce exclusions by agreeing to the Fair Access Protocol.

The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that all 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.

Procedures for Year 7 intake

The admission arrangements are:

- a) There are 180 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 Secondary 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.

Oversubscription criteria

The Academy will admit up to 180 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 180 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or 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 below:

- a) Looked-after children or children who were previously looked-after e.g. because they were adopted or became subject to a child arrangement or special guardianship order. (See note 1 for a definition of the term looked-after child.)
- 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 letter 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.

Allocation of a place would be decided based on receipt of a letter by the governors of the Academy and where the governors consider that a place should be offered on these grounds.

- c) Children whose home address is in the Academy's priority admission area who have a sibling attending from the same address, who is in Years 7 to 10 at the Academy and who will still be attending the school on the date of admission (see note 2 for a definition of sibling).
- d) Other children whose home address is in the school's priority admission area.
- e) Children whose home address is outside the Academy's priority admission area who have a sibling attending from the same address, who is in Years 7 to 10 at the Academy and who will still be attending the school on the date of admission (see note 2 for a definition of sibling).
- f) Other children whose home address is outside the Academy's priority admission area.

If demand exceeds places at points c), d), e), or f), places will be decided based upon the distance between the child's home and school, measured by a straight line distance from the Ordnance Survey address point of the home to the main entrance to the school building; those living nearest being given the available place. 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 random selection.

Notes

1. A looked-after child is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. In addition to brothers and sisters, the term sibling includes legally adopted or fostered children, and step- and half-brothers or sisters *living at the same address*. Please note that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
3. 'Home address' is as identified by the local authority i.e. 'the child's permanent address at the time of admission'.
4. Where twins and triplets are applying for the same year group and one sibling gains a place, the remaining sibling/s will also be offered places above the admission number.

Calendar for admission

11th October 2018

An Open Evening will be held from 5.30pm to 7.30pm. There will be presentations by the Principal at 6.00pm and 7.00pm. Parents and students will have the opportunity to tour the new academy, meet staff and students, and take part in activities across subject areas.

31st October 2018

Deadline for submission of the local authorities' Common Application Form (CAF).

Deadline for receipt of any documentation in relation to applications under exceptional social or medical need.

1st March 2019

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.

In-year admissions

- There are 180 places in each year.
- All parents must complete an in-year application form, available from the local authorities, as part of the coordinated admission scheme.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are filled in co-ordination with the local authorities and in line with the oversubscription criteria above. It is, therefore, possible that a child may be added to the list who qualifies higher within the admission policy than children already on the list.

Waiting lists and appeals

To go on the waiting list, you must complete an in-year application form available from the local authorities.

You can make a formal appeal to an independent appeal panel, for any school that you have applied for. This is a legal process and places are not 'reserved' for appeal panels to offer. As a guide, only one in nine are successful.

You can get appeal forms from the Local Authority Admissions Team:

Telephone: 01274 439200

Email: schooladmissions@bradford.gov.uk