

Cliff Park Ormiston Academy

Admissions policy

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Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	LGB

Dr P Hann OBE – Chair of Governors

Signed

Ormiston Academies Trust

Admissions policy

Policy Version Control

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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 September 2019 to September 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 the academy website. Arrangements for visits outside these dates can be made by contacting Mrs Jo Spurgeon (PA to the Principal) on 01493 661504.

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 with 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 from Southtown, Cobholm, Gorleston and the wards/villages surrounding the Great Yarmouth area. Increasing numbers of students and their families are also choosing to cross the borders from Suffolk to join our thriving community.

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

Distance will be measured on a straight line "crow-fly" basis using Ordnance Survey data. The measurement will be taken from the post office postcode address point on the child's home to the post office postcode address point on the academy front gate. 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

A higher priority is given to children living in the academy's catchment area. You can find out the catchment schools for your home address using the website at www.whereilive.norfolk.gov.uk or by contacting Norfolk County Council on 0344 800 8020.

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

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 (4 months). 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 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 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, Mrs Jo Spurgeon (PA to the Principal). 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 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. 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.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Mrs Jo Spurgeon (PA to the Principal) on 01493 661504.

Number of spaces (PAN)

The academy has an agreed admission number of 185 per year.

Application process

Applications for the 2019/2020 academic year begins in September 2018.

To apply you need to complete the local authority's (LA) common application form (CAF) / academy's form and submit this directly to the LA / academy by the deadline. You should apply online at www.admissionsonline.norfolk.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.

Selection criteria

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

Oversubscription criteria (to be read in conjunction with 2.1 "Definitions" above)

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. Children in the relevant age group which normally transfers from primary to secondary school and is living within the catchment area served by the academy, first priority being given to siblings at the time of application. If applications exceed the numbers in any one of these categories, then the highest priority will be given to children living nearest the academy, as defined in 2.1 above.
3. Children where there is already a sibling currently attending the academy, who is living at the same address.
4. Children of the appropriate age group living outside the designated catchment area, but attending a primary school within the designated catchment area.
5. Children of the appropriate age group not living in the designated academy catchment area but living

closest to the academy.

6. Other applications (including late applications or no preference expressed).

Whenever two applicants have the same priority, then the child who lives closest to the academy, as defined in 2.1 above, will be given the higher priority.

Should the academy still be unable to distinguish between applicants using the published criteria, places will be offered via a random draw which will be supervised by an individual independent of the organisation.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the year.

Students should apply direct to the academy by completing an application form which can be obtained from Ms J. Spurgeon, PA to the Principal. The academy will notify the family within 5 school days of the decision to accept or refuse the student's admission.

If the academy refuses entry, parents can appeal to the local authority who 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 school days (for CLA this is reduced to seven school days) and may make further representations directly to the EFA (these will be made within seven school days). The decision of the Secretary of State will be binding upon the academy.

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 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.