



Admissions policy

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Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	Governing Body
Date approved by committee	
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Ormiston Academies Trust

Admissions policy

Policy Version Control

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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> <p>Clarification about non-British admissions.</p>
Name and date of line manager’s approval	17 th July 2016 Julie Bloor, Executive Head and Regional Director
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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 Academy's arrangements for admissions and will apply to all admissions from September 2018 to July 2019. 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 an open day during the Autumn Term, which is publicized through the local press, on the Academy website and in the local authority guide to choosing secondary schools. We also welcome parents and prospective students coming to tour the Academy during a normal working day, and this can be arranged by telephoning the admin team on 01983 203103.

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 or the Clerk to the Governors 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 19. The main intakes are:

- Secondary - at age 11 (Year 7)
- Sixth form – at age 16 (Year 12)

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 is measured using the council's Geographic Information System (GIS) from the seed point located at the child's home address to the seed point for the Academy (or specifically defined point) using a straight line. The seed point is taken from the Ordnance Survey's (OS) Address-Point® dataset. It is used to locate individual residential and school addresses using grid references. In cases of equal merit, priority will be given to the child living nearest the Academy as measured by a straight line.

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.

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

In line with The Schools Admissions Code 2014, the Academy will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for a non-European Economic Area national. The 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 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, the Academy 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 ahead 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.

A child who is no more than one year behind their normal age group will normally be admitted into year 7 if they are moving at the same time as the primary year-group that they have been taught with. Students joining the Academy in Year 11 may, if they have been studying abroad or very different qualifications, need to be placed in Year 10 to begin two-year GCSE courses. Students applying for entry to Year 12 must be under 19 at the start of their courses.

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 the Admissions Team at County Hall, Newport, Isle of Wight. www.iwight.com/school_admissions.

Number of spaces (PAN)

The Academy has an agreed admission number of 270 per year.

Application process

Applications for the 2018 academic year begins September 2017.

To apply you need to complete the local authority's common application form and submit this directly to the local authority by the deadline, 31 October 2017. Most applications are made online and the details and application form are available at the above web address.

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).

Selection criteria

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

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 were 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. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional (in writing), which can be supported more appropriately by some aspect of provision at Cowes Enterprise College, than at any other accessible school.
3. Pupils who, at the time of application, have an elder sibling:
 - who is already at the Academy; and
 - who will still be in attendance at the Academy in September 2018
4. Pupils for whom we are the closest school
5. All other pupils, prioritised by distance, with students who live closest to the Academy being offered places first.
6. In the event of two or more students living an equal distance from the Academy, with insufficient places available, place(s) will be allocated by drawing lots overseen by an independent adjudicator.

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 the local authorities Fair Access Protocol. In-year admissions forms can be obtained from the local authority at www.iwight.com/school_admissions.

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 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.

4. Sixth form admissions

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact the Head of Sixth Form at the Academy on 01983 203103.

Number of spaces

All internal candidates seeking transfer to the Academy sixth form will be offered places. The Academy has an agreed published admission number of up to 100 external applicants per year.

Application process

Applications for the 2018 academic year begins from October 2017. Applications should, if possible, be made by 31st March 2018 and the final closing date for applications for this year is 15th September 2018.

To apply you need to complete an application and submit this directly to the Academy by the deadline. The application form and course details are published on the Academy website; www.cowesenterprisecollege.org.uk. The Academy will contact the student applying directly about the outcome of their application as soon as possible after it is completed, and in any event by 31st July 2018.

Late applications will only be considered where there are a surplus of places in the Academy / course(s) applied for once the oversubscription criteria has been applied.

Selection criteria

All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the our sixth form, will need to have the same minimum academic qualifications for entry, which are normally 5 GCSE's at grades A*-C or grades 9 – 5, including English and mathematics.

Oversubscription criteria

If the Academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after were 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. Students with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which can be supported more appropriately by some aspect of provision at Cowes Enterprise College, than at any other accessible school or college.
3. Students who, at the time of application, have an older or younger sibling:
 - who is already at the Academy; and
 - who will still be in attendance at the Academy in September 2018
4. Students for whom we are the closest school
5. All other students, prioritised by distance with students who live closest to the Academy being offered places first.
6. In the event of two or more students living an equal distance from the Academy, with insufficient places available, place(s) will be allocated by drawing lots overseen by an independent adjudicator.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

In-year admissions forms can be obtained from the Academy.

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 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. This will include the reason(s) why admission was refused, information about the right to appeal, deadlines and contact details.