

Ormiston Horizon Academy

Admissions policy

Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	LGB
Date approved by committee	February 2017
Date ratified by LGB (if required)	February 2017

Ormiston Academies Trust

Admissions policy

Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Nicki Wadley – Head of Governance
Last review date	November 2015
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.
Name and date of line manager's approval	17 th July 2016 Julie Bloor, Executive Head and Regional Director
Date of Board of Trustees approval	21 st July 2016
Date released	25 th August 2016
Next review date	August 2017

Contents

1. Policy statement and principles	4
1.1 Policy aims and principles	4
1.2 Monitoring and review	4
2. Academy admissions	5
2.1 Definitions	5
2.2 Eligibility criteria	6
2.3 Waiting list	6
2.4 Withdrawal of a place	6
2.5 Determining arrangements and consultation	6
2.6 Admission of children outside their normal age group	7
2.7 Complaints about admissions arrangements	7
3. Secondary admissions	8
4. Sixth form admissions	10

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 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 through the academy office or contacting Mrs A Smith ASmith6@ormistonhorizonacademy.co.uk (Telephone number: 01782 88 33 33)

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 to the *Chair of Governors; Mr J. MAY* jmay@watermillschool.co.uk 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 11-18. The main intakes are:

- Secondary
- Sixth form

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

This is the straight line distance between the academy main gate and the child's home address point.

Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main gate entrance of the school on Turnhurst Road. Stoke on Trent Local Authority uses a geographical information system to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

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

In line with The Schools Admissions Code 2014 ("the Code") Ormiston Horizon 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 Horizon 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 the end of the academic year, following the main academy intake in September. Each added child will require the list to be ranked again, in line with the academy's oversubscription criteria against 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 A Smith (ASmith6@ormistonhorizonacademy.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 at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development

Plus also:

- 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 parents 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 EFA 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 outlines admissions for secondary admissions. For further information on this process, please contact Mrs A Smith (ASmith6@ormistonhorizonacademy.co.uk)

Number of spaces (PAN)

The academy has an agreed admission number of 210 per year.

Application process

Applications for the 2018-19 academic year begin September 2017

To apply, you need to complete the *local authority's (LA) common application form (CAF)* and submit this directly to the LA by the deadline, 31 October 2017.

<http://www.stoke.gov.uk/ccm/navigation/education/admissions/>

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 made. All offers will be made on the secondary national offer day (1 March or, the next working day if this falls at the weekend).

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. Children who have siblings at the school at the time that they will start on roll.
3. Children who live nearest the school measured using the straight line distance between the academy main gate and the child's home address point. (As defined on page 5).

Tie Breaker

These criteria are also used as a tie-breaker. Whenever two applicants have the same priority based on criteria 1, 2 & 3, then the child who lives closest to the academy (As defined on page 5) will be given the higher priority.

In the event that two students live an equal distance from the academy, a random ballot supervised by independent person will be held.

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 to the oversubscription criteria within this policy. In-year admissions forms can be obtained from Mrs A Smith (ASmith6@ormistonhorizonacademy.co.uk)

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.

Fair access applications

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, the family and the Local Authority.

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 Mr Shufflebotham, Head of OHA6, pshufflebotham@ormistonhorizonacademy.co.uk

Number of spaces

The academy has agreed PAN (published admission number) of up to 10 external applicants per year. All internal students will automatically transfer if they meet the requirements and the over subscription criteria will only apply to external candidates.

Application process

Applications for the 2018 academic year begins September 2017. The closing date for applications for this year is December 2017.

To apply you need to complete the *academy's* form and submit this directly to the academy by the deadline from Mr Shufflebotham, Head of OHA6, pshufflebotham@ormistonhorizonacademy.co.uk

The academy will contact the student applying directly about the outcome of their application by January 31st.

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 candidates seeking transfer to our sixth form will need to have the same minimum academic qualifications for entry, which are GCSE grades A*-C (or 9-5 equivalent) in a range of subjects including English and Maths, plus a grade B (or Grade 6 equivalent) in the subject(s) they wish to study at A-Level.

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. Children who have siblings at the school at the time that they will start on roll.
3. Children who live nearest the school measured using the straight line distance between the academy main gate and the child's home address point. (As defined on page 5).

Tie Breaker

These criteria are also used as a tie-breaker. Whenever two applicants have the same priority based on criteria 1, 2 & 3, then the child who lives closest to the academy (As defined on page 5) will be given the higher priority.

In the event that two students live an equal distance from the academy, a random ballot supervised by an independent person will be held.

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 Head of OHA6, Mr P J Shufflebotham
pshufflebotham@ormistonhorizonacademy.co.uk.

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.