

# EDWARD WORLLEDGE ORMISTON ACADEMY

## Admissions policy

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### Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	
Date approved by committee	LGB
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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
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Name and date of line manager's approval	17 <sup>th</sup> July 2016 Julie Bloor, Executive Head and Regional Director
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# 1. Policy statement and principles

## 1.1 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 August 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 publicized by newsletter or the media. Arrangements for visits outside these dates can be made through the academy office by telephoning 01493 603462.

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.

## 1.2 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 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 4 and 11. The main intakes are:

- Early years (EYFS / nursery)
- Primary

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 (front door) using Ordnance Survey Data. 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

Part of the town of Great Yarmouth. The catchment area can be viewed via Norfolk's online tool [www.whereilive.norfolk.gov.uk](http://www.whereilive.norfolk.gov.uk) or you can check our catchment area by phoning Norfolk County Council's Customer Service Centre on 0344 800 8020 for confirmation of the catchment area for Edward Worlledge Ormiston Academy.

#### 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. 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 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, NCC Admission Authority, [admissions@norfolk.gov.uk](mailto:admissions@norfolk.gov.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
- 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. Early year's admissions

The process detailed in this section is for admissions for the academy early years provision. For further information on this process please contact the academy on 01493 603462.

#### Number of spaces (PAN)

The academy has an agreed admission number of 60 per year per year.

#### Application process

Applications for the 2019/20 academic year begins *[insert date]*. The closing date for applications for this year is *[insert closing date]*.

Edward Worlledge Ormiston Academy requires parents to apply via Norfolk County Council's common application process to apply for a place for their child(ren).

Late applications will not be considered until all other applications have been reviewed.

#### Selection criteria

*[Insert the criteria in which applications are considered for early years applications].*

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, priority for admission will be given to those children who meet the oversubscription criteria set out below:

*[Insert details of how places are determined and a tie-break criteria to decide between two applications that cannot be otherwise separated – this must be effective, clear and fair].*

#### In-year admissions

Any applications made outside the main intake period will be dealt with in accordance with the process for early years detailed in this section.

In-year admissions forms can be obtained from *[detail how these can be obtained]*.

#### 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. *[Insert details of any appeals process that you have or state that unsuccessful applicants will be placed on the waiting list].*



## 4. Primary admissions

*[Delete section if not applicable]*

The process detailed in this section is for admissions for primary admissions. For further information on this process please contact *[insert name, job title and contact details]*.

### Number of spaces (PAN)

The academy has an agreed admission number of *[insert number]* per year. Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the academic year) will not contain more than 30 pupils with a single teacher unless they are admitted under limited exceptional circumstances as detailed in the admissions code.

### Application process

Applications for the *[insert year]* academic year begins *[insert date]*.

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, 15 January. *[Insert details of how to get the form and more information on the process plus a link to the LA website]*. *[If your academy has an early years / nursery setting – Existing pupils in the nursery are also required to apply using the CAF for entry to the primary]*.

All offers of primary places will be made through the local authority (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 primary national offer day (16 April or the next working day).

By law, children must start statutory full time education at the beginning of the term following their fifth birthday. Where admission is offered prior to compulsory age, parents may defer their child's entry until later in the academic year.

Children born between 1 September and the end of February may start full-time no earlier than the beginning of the autumn term before their fifth birthday.

Children born between 1 March and 31 August, may start part-time (mornings only) no earlier than the beginning of the autumn term before their fifth birthday and full-time at the beginning of the spring term before their fifth birthday.

Our admissions policy *allows / does not allow* children to start at the academy earlier than the law requires.

*[Delete the following section if the academy does not allow early start for children]* However, the law also allows parents to ask for their child to be admitted but lets them delay the start date until later in the academic year. All children must start at the academy by the beginning of the term following their fifth birthday and the place must be taken up by the start of the summer term. If a request is made to defer the entry date for a child then the entry the place will be held and will not be offered to another child. *[End of paragraph]*

### Selection criteria

*[Insert the criteria in which applications are considered for primary applications if applicable – if the academy is partially selective then the criteria for places must be clearly set out]*.

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

### Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.

Random allocation will be used as a tie-break in category '3' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified. Insert the academy's oversubscription criteria]

*[Insert tie-breaker criteria to decide between two applications that cannot be otherwise separated – this must be effective, clear and fair].*

### 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 with the local authority's Fair Access Protocol. In-year admissions forms can be obtained from *[detail how these can be obtained]*.

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 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.



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.

## 5. Secondary admissions

*[Delete section if not applicable]*

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact *[insert name, job title and contact details]*.

### Number of spaces (PAN)

The academy has an agreed admission number of *[insert number]* per year.

### Application process

Applications for the *[insert year]* academic year begins *[insert date]*.

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, **31 October**. *[Insert details of how to get the form and more information on the process, a link to the LA website and who to contact for more information]*.

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

*[Insert the criteria in which applications are considered for secondary applications if applicable – if the academy is partially selective then the criteria for places must be clearly set out]*.

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 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. *[Insert the academy's oversubscription criteria]*

*[Insert tie-breaker criteria as detailed in section 2.1 to decide between two applications that cannot be otherwise separated – this must be effective, clear and fair]*.

### 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 *[detail how these can be obtained]*.

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.

## 6. Sixth form admissions

*[Delete section if not applicable]*

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact *[insert name, job title and contact details]*.

### Number of spaces

The academy has agreed published admission number of up to *[insert number]* external applicants per year.

### Application process

Applications for the *[insert year]* academic year begins *[insert date]*. The closing date for applications for this year is *[insert closing date]*.

To apply you need to complete the *common application form (CAF) / academy's form* and submit this directly to the academy by the deadline *[insert details of how to get the form, where to send it and who to contact for more information]*. The academy will contact the student applying directly about the outcome of their application by *[insert date]*. *[Clearly explain differences between applications for existing academy students and those who are transferring from another school / academy if there are any]*.

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 *[specify GCSE grades including any specific requirements regarding 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 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. *[Insert the academy's oversubscription criteria]*

*[Insert tie-breaker criteria as per section 2.1 to decide between two applications that cannot be otherwise separated – this must be effective, clear and fair]*.

### 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 *[detail how these can be obtained]*.

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 for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

## Appendix I.

### OAT Admissions Policy Adoption Process (for all OAT academies)

#### Autumn Term (for the Admissions for the Academic Year 2018/19)

- July 2016 Admissions process/policy for admission in the Academic Year 2018-19 approved by the Trustees
- September 2016 policy sent to schools by the Governance Team and discussed at first Regional Director meeting, for adoption by LGBs
- All academies **MUST** adopt the policy in its totality as it is the OAT agreed admissions policy. There are sections that allow for individual aspects of admissions to be added (such as fair banding)
- The personalised policies for each Academy **MUST** be returned to the OAT safeguarding and compliance co-ordinator for checking against the Admissions code by the end of September 2016
- Any requests by academies that do not sit within the policy have to go for approval to the Trustees Sub-committee (November)
- OAT HQ will contact each Academy **NO LATER** than the 1<sup>st</sup> December to ratify your individualised policies
- 2016 All academies to agree to a **FULL** consultation on the OAT admissions policy (and thereafter every 7 years if there is no changes each year)

## Consultation Process

### 1<sup>st</sup> October 2016

The earliest date that academies can begin a consultation period.

### 1<sup>st</sup> December 2016

The latest date when OAT HQ will return individualised admission policies for approval

### 20<sup>th</sup> December 2016

The last possible date that schools can begin the consultation period in order to consult for the required six weeks and complete the process by the deadline of 31<sup>st</sup> January 2017.

### 31<sup>st</sup> January 2017

Any feedback from the consultation that is of importance with regards requested changes communicated to OAT HQ through the safeguarding and compliance co-ordinator as we would have to seek Trustee approval

### 28<sup>th</sup> February 2017

The deadline for LGBs, determining (finalising) the school's admissions policy.

### 28<sup>th</sup> February 2017

The deadline by which academies **MUST** publish their appeals timetable for the academic year 2018-19 on the academy's website



## 15th March 2017

The deadline by which academies **MUST**:

Send the determined policy for 2018/2019 to their local authority [Diocese]

Publish the determined policy for 2018/2019 on the school's website

## What constitutes Consultation?

Consultation involves sending out the school's proposed admission policy **before** it is determined to invite comments or objections. Schools **MUST** consult with, i.e. send their proposed admissions policy to:

- Parents of children between the ages of two and eighteen
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools). This would include any other school in the borough which is their own admission authority.
- The local authority
- Any adjoining neighbouring local authority
- The Diocese [if applicable]

Good practice would be to ask all your feeder primary schools to send out letters to parents, put a notice in your local paper, advertise the consultation in other local areas or community centres etc. Make a record of all the ways in which you ensured the community was informed of the consultation.

For the duration of the consultation period, the school **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the school to whom comments may be sent and the areas on which comments are not sought. Schools **MUST** also send upon request a copy of the proposed policy to any of the person or bodies listed above inviting comment.

Failure to consult effectively may be grounds for subsequent complaints and appeals and so it pays to get the consultation right.

## Appendix 2.

### Template consultation letter

Date

Dear Sir/Madam

Proposed Change to Admissions Arrangements at (insert name of Academy).

The Governors of *[Insert name of Academy]*, are consulting on proposed changes to their admissions arrangements.

The proposed changes would take effect from the beginning of the academic year 2018. The changes to the policy are:

*[Bullet point here any changes from your previous policy]*

The aim of these changes are to bring the school in line with the Ormiston Academies Trust agreed admissions policy and ensure that the arrangements continue to be appropriate and that they comply with all the relevant requirements.

The full admissions policy and details relating to the consultation are available on the schools website – *[Insert a link to website]*

The consultation will run from *[Insert the dates of your consultation period here]*. If you wish to comment on the proposed changes please contact *[Insert the school address and a possible email contact here]*

Yours Sincerely

*[Name of Principal]*