



Policy Document

## **Admissions Policy**

Produced by: MB

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## **Academy Admissions Policy 2016-17**

The initial number of year 7 places available for the 2016/17 school year will be 180. Applications for September 2016 entry should be made via the Kirklees coordinated admissions scheme and can be made by using the online facility or completing the Secondary Common Application Form (SCAF). The application period will run from the week beginning 1 September 2015, and the closing date for applications online or on paper will be 31st October 2015.

### **Admissions Criteria**

For year 7 entry in September the School will adhere to the Kirklees admissions policy as follows. If there are fewer applicants than there are places available, everyone who applies will be offered a place. When there are more applicants than there are places available there has to be a way of deciding which children are offered places. This is done by having admission criteria which are considered in order. These criteria can also be called oversubscription criteria. In Kirklees the admission criteria are:

*Priority 1* looked after children or a child who was previously looked after;

*Priority 2* children who live in the school's Priority Admission Area (PAA) who have a sister attending from the same address at the date of admission (the sibling rule);

*Priority 3* children who live in the school's PAA;

*Priority 4* children who live outside the school's PAA who have a sister attending from the same address at the date of admission (the sibling rule);

*Priority 5* children who live outside the school's PAA.

Children with special educational needs who have a Statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan which names the School will be allocated a place at the School. This is a statutory entitlement under the S.324 of the Education Act 1996.

### **Appeals procedure**

Should the school be oversubscribed then parents have the right to appeal for a place, should they have not received a place initially. Parents who want to appeal against the decision not to offer their child a place at the school must appeal directly to the school, not through the Admissions Team. Appeals should be addressed in writing to the Admissions Officer at the school within 10 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

## **Waiting list for the incoming Year 7**

A waiting list will be drawn up from unsuccessful applicants, giving priority in accordance with the admissions criteria. Any places which become available will be filled from the waiting list. Criteria for updating and applying the waiting list will be those as outlined by the Local Authority and the Local Authority will hold the waiting list. If a child has been placed on the waiting list, parents will be informed in April 2016 and asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

### **Notes**

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children Act 1989. Previously Looked After refers to those children who immediately after being looked after become a subject to an adoption order, (under section 46 of the Adoption and Children Act 2002), residence order (under Section 8 of the Children Act 1989), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
- b) Children in priority 1 above may be admitted above the PAN.
- c) If we cannot agree to requests for admission in priorities 2 to 5 above without exceeding the PAN, we will give the priority up to the PAN to children living nearest the school.
- d) Distance is measured in a straight line from a child's home address to the school. Measurements are calculated using the six-figure National Grid Co-ordinates from the National Land and Property Gazetteer. This grid reference relates to the point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is from the Ordnance Survey's MasterMap. For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.
- e) 'Live' means the child's permanent home at the date when applications close or, if a significant house move is involved, the latest reasonable date before the final allocation of places.
- f) For children transferring from the first or middle schools, we will give preference in priorities 2-5 in section 2 above (up the PAN) to the children attending a first or middle school in the middle or secondary school PAA.
- g) A PAA means a geographical area determined by Kirklees in consultation with the governing body of the school. It is called this because children living normally have priority for admission over children who live elsewhere. It is also referred to as the catchment area.
- h) Children with Statements of Special Educational Needs are admitted to mainstream schools, special units and special schools separately from the general admission policies.