

# **THE ADMISSION OF PUPILS TO OUTWOOD ACADEMY, PORTLAND.**

## **ADMISSION ARRANGEMENTS**

### **Published Admission Number(s)**

1. The Academy Trust has the following agreed admission numbers for the Academy for the year 2015/16 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

**300** for pupils in Year 7

Year 12 – 86 + 40 external students

Year 13 - 118

### **Process of Application for intake at Year 7**

2. Arrangements for applications for places at Outwood Academy Portland will be made in accordance with Nottinghamshire County Council's co-ordinated admission arrangements.
3. The Academy Trust will use Nottinghamshire County Council's timetable for applications.
4. The national closing date for applications is 31 October for secondary applications; and the offer day is 1 March – offers will be communicated by the local authority.

### **Admission oversubscription criteria**

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below, after the admission of pupils with statements of Special Educational Needs where Outwood Academy Portland is named on the statement.

#### **a) Looked after children and previously**

A child who is (a) in the care of the Local Authority, or (b) being provided with accommodation by the Local Authority in the exercise of their social services functions at the time of making an application to school.

#### **b) Catchment Area with Sibling**

Children who are resident in the catchment area of the preferred school with a sibling who will be attending the academy at the point of admission. Catchment area information can be found on the Notts County Council website.

Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, the academy will consider admitting all.

#### **c) Catchment Area**

Children who are resident in the catchment area of the Outwood Academy Portland. Catchment area information can be found on the Notts County Council website.

#### **d) Link Schools with Sibling**

Children attending a linked school to Outwood Academy Portland with a sibling who will be attending the academy.

#### **e) Siblings**

Children who are living within the same family unit including step siblings, foster siblings and adopted siblings, who will be attending the academy.

Where there are insufficient places in the appropriate year group to enable all siblings from a family unit to be admitted, including twins, triplets, etc, the academy will consider admitting all.

#### **f) Link Schools**

Children attending a linked school to Outwood Academy Portland.

#### **g) – all other children**

##### **Proximity**

In the event of oversubscription within all but the first criterion, distance is used to calculate priority for allocation of places. Children who live nearest to the Outwood Academy Portland measured in a straight line from the point of the front entrance of the pupil's place of residence, to the entrance nearest to the reception point of the school building.

Measurements are calculated using Nottinghamshire County Council's computerised distance measuring software.

If two or more pupils live equal distant from the school, the distance each pupil lives by road from the preferred school will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal, places will then be allocated by drawing lots.

### **Tie Breaker**

Preferences for each school will be sorted in the order of the criterion outlined above. Each of the remaining criterion are applied in order of priority as tie breakers, with criterion e) being the final tie breaker.

### **Operation of waiting lists**

5. Subject to any provisions regarding waiting lists in Nottinghamshire County Council's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Outwood Academy Portland receives more applications for places than there are places available, a waiting list will operate until at least the end of the first term (normally late December). All applications that are refused will be placed on the waiting list.
6. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
7. Places on the waiting list will not be carried forward into the next academic year. If parents wish to reapply then they can do so. If again the place is not available due to the Academy receiving more applications than places available, parents have the right to appeal and request that their child is placed on the waiting list for that academic year.

### **In-year applications**

8. The Academy participates in Nottinghamshire County Council's in-year scheme.

The Academy Trust will consider all applications for places at the Outwood Academy Portland. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at the Outwood Academy Portland to all those who have applied.

Where the year group is oversubscribed, the application will be refused and the right of appeal will be offered. Parents should appeal within 20 school days of the outcome of their application.

The Academy participates in Nottinghamshire County Council's Fair Access Protocol.

9. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants, please contact Dr P Smith, Principal for further information.

## Appeals

The Academy Trust shall ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process.

The term 'relevant children' means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

## Post 16 Appeals

Any student refused a place to study in an Outwood Post 16 Centre to which they apply has the right to appeal to an independent appeals panel; all Outwood academies within the 'Family of schools' have a service level agreement with the local authority who deal with the appeals process. Appeals should be submitted to the independent appeals panel by the deadline below, which is in accordance with the local authority appeals process. The appeals form is published on each academy website and is the only format under which an appeal will be processed.

The timeline for appeals is detailed below and follows the Schools Admissions Appeals Code produced by the Department for Education. Under this code an applicant must be given up to 21 days from the receipt of the decision letter to submit an appeal.

- Monday 3 March – Post 16 Offer Date
- Monday 28 April – Deadline for submitting an appeals form
- Monday 12 May onwards – Appeals hearings

Applicants who appeal the decision will be informed of the date of their appeal hearing and then sent details of why they were placed on the waiting list 5 days before the appeals panel meets. The appeals panel decision is communicated to the applicant in writing and this is normally within 5 working days of the appeal hearing. Important – it is preferable that all supporting evidence is submitted at the same time as the appeal form. However, if this is not possible, additional information will be accepted up to three working days before the appeal hearing. It is possible that any information submitted after this time will not be considered by the Independent Appeal Panel. If the applicant has a Health and Education Plan, they should contact the respective local authority as the right to appeal is through a First-tier Tribunal.