

ANNEX 1

Outwood Academy Valley 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

Process of Application

2. Arrangements for applications for places at Outwood Academy Valley will be made in accordance with Nottinghamshire County Councils co-ordinated admission arrangements.
3. The Academy Trust will use Nottinghamshire 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 home local authority.

Admission oversubscription criteria

5. 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 the Outwood academy Valley is named on the statement.
 - a) **Looked after children and previously looked after children** – A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are children who are looked after, but ceased to be so because they were adopted (or became subject to residence order or special guardianship order). Previously looked after children are those who were adopted immediately following being looked after. An adoption order is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

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 function at the time of making an application to the Academy.

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 school at the point of admission.

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. Priority for available places will be given by drawing lots by an individual person.

Consideration will be given by Governors to admit all in these cases.

c) Catchment Area

Children who are resident in the catchment area of Outwood Academy Valley.

d) Link Schools with Sibling

Children attending a linked school to Outwood academy Valley with a sibling who will be attending the school at the point of admission:

Norbridge Academy

Prospect Hill Junior

Redlands Primary

Sir Edmund Hillary

St Johns C of E Primary

e) Siblings

Children who are living within the same family unit, including step siblings, foster siblings and adopted siblings, who will be attending the school at the point of admission.

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, priority for available places will be given by drawing lots by an independence person. Consideration will be given by Governors to admit all in these cases.

f) Link Schools

Children attending a linked school to Outwood Academy Valley (see list above)

g) All other children

Children who live nearest to Outwood Academy Valley measured in a straight line from the point of the front entrance of the pupil's place of ordinary residence, to the entrance of the nearest reception point of the Academy building. Measurements are calculated using Nottinghamshire County Councils computerised distance measuring software.

If two or more pupils live equidistance from the Academy, the distance each pupil lives by road from the Academy 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 decided by random allocation which will be independently verified.

Operation of waiting lists

6. Subject to any provisions regarding waiting lists in Nottinghamshire County Councils co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the Outwood Academy, Valley receives more applications for places than there are places available, a waiting list will operate until at least at the end of the first term (normally late December). This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her Child's name to be placed on the waiting list, following an unsuccessful application.
7. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
8. Places on the waiting list will not be carried forward into the next academic year. If parents wish to reapply then they can do. 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.

The Academy participates in Nottinghamshire County Councils in-year scheme

9. The Academy Trust will consider all applications for school places at Outwood Academy valley. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at Outwood Academy Valley to all those who have applied.
10. Where the year group is oversubscribed, the application will be refused and the right to appeal will be offered. Parents should lodge an appeal within 20 school days of the outcome of their application.
11. The Academy participate in Nottinghamshire County Councils Fair Access Protocol

12. There will be a right to appeal to an Independent Appeal Panel for unsuccessful applicants.

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 Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

'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.

Admission to any of the Outwood Post 16 Centres will be from:

- (i) students in Year 11 at the academy; and
- (ii) students from outside the academy

220 students from Outwood Academy Valley

220 students from Outwood Academy Portland

60 External students

External Applicants

When an academy is oversubscribed at the application stage, the maximum limit of places offered to external applicants across the Key Stage (Year 12, 13 and 14) is:

Outwood Grange Academy 20

Outwood Academy Adwick 10

Outwood Academy Ripon 20

Outwood Post 16 Centre 60

If an Outwood Post 16 Centre is not oversubscribed following the application process, additional places may be allocated to external applicants in excess of the limit detailed above.

Oversubscription Criteria

Where the number of eligible applicants exceeds the places available then admission to the respective Outwood post 16 Centre will be determined in accordance with the priority of admission criteria.

Students currently studying in Post 16 at the respective Outwood Post 16 Centre who wish to repeat a year will be permitted to do so only once during their Key Stage 5 education. Year 14 is the last academic year of Post 16 education as the DfE determines a learner as a student 'who is aged 16, 17 or 18 on 31 August in the relevant funding year' and therefore progression beyond year 14 is not an option available to any mainstream student. The only exception to this is Outwood Post 16

Centre Worksop where adult learners on the roll of North Nottinghamshire College are admitted to study A level qualifications providing the Centre has capacity for their chosen curriculum.

All students in Year 13 who wish to progress into Year 14 must follow the same process as students in year 11 and will be expected to submit an application in accordance with the deadlines published by the respective academy. Any Year 13 student who wishes to repeat Year 13 following the publication of A level results in August, and where the respective Outwood Post 16 Centre has filled all of its available places, will need to follow the appeals process as detailed in section 4.1

Students are expected to progress into Year 13 with a minimum of 3 A2 or equivalent subjects on their timetable and only in exceptional circumstances are students given a personalised curriculum.

Students who repeat Year 12 do not need to make an application but will be expected to attend a progression interview following their results in August. The final decision about whether a student remains in year 12 or progresses into Year 13 is as the discretion of the Principal.

Oversubscription Criteria

In the event of an Outwood Post 16 Centre being oversubscribed the following criteria will be used to determine students given a conditional offer and students placed on the waiting list:

- i. students looked after by the local authority or care leavers;
- ii. students who live in the catchment area normally served by the respective Post 16 Centre and are currently attending a feeder Outwood academy in Year 11;
- iii. students who have siblings at the respective feeder academy or in the Outwood Post 16 Centre at the time of application. Siblings are defined as brothers or sisters (including step brothers and sisters) living at the same address as their primary place of residence; and
- iv. students who live closest to the respective Outwood Post 16 Centre in a straight line distance.

Determining Siblings, Catchment and Centroid Distance Measurement

Determination whether an applicant has a sibling at the respective feeder Outwood academy will be verified following the application process. It is the responsibility of the applicant that the information given at the time of interview is correct and failing to declare a sibling in the feeder academy at the time of application will risk this admission criteria not being used if the academy is oversubscribed. External

applicants will need to provide evidence that they live at the same address as their named sibling using at least one of the documents detailed below:-

- Child benefit statement detailing both applicant and sibling or other documentation verified by the Principal.
- Passports of both applicant and sibling

Determination of whether an applicant lives in the 'catchment area' or 'lives closest' to the respective Outwood Post 16 Centre is part of the service level agreement held with each Local Education Authority. The administration of this data will be completed by the Family Services Team (Admissions) following the closing date for applications and all students have been interviewed.

Admission of Students with a Health and Education Plan

High needs students (previously 'SEN') with a Health and Education Plan (previously 'Statement of Special Educational Need') are dealt with under a different mechanism. Any student with an Outwood academy named on their Health and Education Plan at the time of application will automatically gain a place at the respective Outwood Post 16 Centre. All external applicants who wish to be admitted to an Outwood Post 16 Centre for study in Year 12 will need to express this preference at their annual review in the autumn term of Year 11, which will then be passed to the Principal of the respective academy by the local authority. Students who are high needs (currently SEN) are funded until they are 25 and are able to access education until this date. However, it is important that high value students access an appropriate curriculum personalised to their needs, which would be discussed with applicants/parents at the interview stage.

Allocation of places following the application process

Each respective Outwood Post 16 Centre will publish a deadline for applications at their open evening. Students making applications after the deadline will only be interviewed if there are places still available following the allocation of places following interviews. The entry requirements for admission to each Outwood Post 16 Centre shall be the same for students on roll in Year 11 at the feeder Outwood academy and external applicants.

Students will be admitted into the respective Outwood Post 16 Centre at the start of the autumn term in each academic year although there may be some occasions when the students transfer during the academic year.

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.