



Sutton Community Academy

Admissions Policy

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ADMISSIONS POLICY 2015-2016

This document sets out the admission arrangements for Sutton Community Academy.

The admission arrangements for the Academy for the year 2013/2014 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) The Academy has an agreed admission number of 150 pupils in Year 7. The Academy will accordingly admit at least 150 pupils in the relevant age group each year if sufficient applications are received;
- b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. The Academy is not required to consult on any proposed increase to the PAN, however it must notify the Local Authority (LA) in good time, of the increase and specify the changes on the Academy website. Students will not be admitted above the PAN unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of Application

Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the respective home LA's of the applicants. The Academy will use the following timetable for applications each year which will fit in with the common timetable agreed by the Admissions Forum or LA:

- a) **September** – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) **September/October** – The Academy will provide opportunities for parents/carers to visit the academy;
- c) **October 31** – CAF to be completed and returned to the LA to administer;
- d) **March 1** offers made to parents/carers.

Consideration of applications

The Academy will consider all applications for places. Where fewer than 150 applications are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

If the total number of applicants exceeds the published admission number, places will be allocated according to the following criteria, listed in order of priority after children with a Statement of Special Educational Needs have been admitted:

- 1) Children who are “Looked After” by a Local Authority or a child who was previously looked after but immediately following being looked after subject to an adoption, residence, or special guardianship order
- 2) Children who have a social or medical need which can only be met by attendance at this Academy. Any application under this heading must be supported by written evidence from a relevant professional (Doctor, Social Worker, EP etc) which must detail the relevant need and why the needs cannot be met in an alternative educational placement. The Governing Body will consider each individual case.
- 3) Children who will have a brother or sister attending the school at the time of admission
- 4) Children living in the designated catchment area of the Academy
- 5) Children living outside the designated catchment area of the school who live closest to the school as measured by straight-line distance.

In the case of two applications for admission in any category being equal, the Academy will give priority to the applicant who lives closest to the Academy as measured by the straight-line distance from the permanent residence to the entrance to the Academy as calculated by Nottinghamshire County Council’s computerised distance measuring software. Where two or more applications are tied on distance, a process of random allocation will be used carried out by an independent panel.

The following definitions apply to the terms used in the priority order listed above.

- 1) A looked after child is 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 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 were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Previously looked after children are those who were adopted immediately following having been 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).
- 2) Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
- 3) When considering twins, triplets or multiple births, places will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.
- 4) A child’s main residence will be the dwelling of the parent or carer in receipt of Child Benefit (proof of who is in receipt of Child Benefit may be required by the Academy prior to any offer of a school place); or where the child spends the majority of the school week. The Governors may also require other evidence of proof of address. Examples of acceptable proofs of address are listed in the Council’s Information Booklets.
- 5) The catchment area of the Academy comprises the following area – see map attached.

Waiting lists

Parents will be required to confirm their acceptance of a place to the school within 14 school term days. All applications received in mid-term will be dealt with in accordance with the above criteria.

In the event of a place being available in the appropriate year group then that will be offered by Governors. If the school is oversubscribed, the application will be refused and parents offered the right of appeal. Waiting lists are not held for in-year admissions.

The Academy operates a formal waiting listing for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with a statement of special educational need or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those who applied after the closing date.

Waiting lists for main entry years will cease on 31 December 2015.

Withdrawal of an offer of a place

The Academy may withdraw an offer of a school place where a parent fails to respond to an offer within a reasonable timescale or the place was offered on the basis of a fraudulent or intentionally misleading application, or it has been offered in error. Where the place is withdrawn due to a fraudulent or misleading application, the application will be considered again in light of the correct information.

Arrangements for appeals panels

Parents/Carers will have the right to appeal to an Independent Appeal Panel if they are refused a school place. Appeals should be lodged within 20 school days of the date of the refusal letter. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education as it applies to Academies. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents/carers about how the appeals process will work and provide parents/carers a named contact who can answer any enquiries parents/carers may have about the process.

Arrangements for admission to Post 16 provision

The Academy operates a sixth form for a total of 150 students. 100 places overall will be available in Year 12 (the Year 12 'capacity').

The admission number for Year 12 is 20. This is the number of places which will be offered on an annual basis to eligible external applicants after the admission of children with a statement of special educational needs that names the school.

If fewer than 80 of the Academy's own Year 11 pupils transfer into Year 12 additional external pupils will be admitted until Year 12 meets its capacity of 100.

To determine eligibility for admission, an applicant must meet the minimum entry requirements. These criteria will be the same for internal and external transfers and will be published in the Academy's prospectus and on its website.

Children failing to meet the grades for their preferred course option will be offered alternative courses if available. Children already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- 1) Looked after and former looked after young people (see definitions in admission criteria for Year 7).
- 2) Distance of the applicant's home from the Academy with those applicants living closest being given priority.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Arrangements for admitting pupils to other year groups, including replacing any pupils who have left the Academy.

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the place will be allocated using the criteria set out above for Year 7.

The Academy will participate in the LA's In-Year Fair Access Protocol and will admit any pupil about who the Secretary of State issues a direction to admit.