



SKEGBY JUNIOR ACADEMY

Admissions Policy

2015/16

PROCEDURE FOR ADMITTING PUPILS TO THE SKEGBY JUNIOR ACADEMY

The Skegby Junior Academy provides for the needs of children within the 7 to 11 age range who live in Skegby and the surrounding area.

Pupils will be admitted at the age of 7+ without reference to ability or aptitude using the criteria set out in this policy. Admission to our Academy is not dependent on any 'voluntary' contribution.

The Academy participates in the Local Authority co-ordinated scheme and timelines. All deadlines within that should be adhered to by applicants.

The linked infant school for the Skegby Junior Academy is the Healdswood Infant School.

Admission number(s)

1. The Academy has the following agreed admission numbers for the year 2013/2014 and for subsequent years:
 - a) 48 for pupils in Year 3

Process of Application

3. Arrangements for applications for places at the Skegby Junior Academy will be made in accordance with the Nottinghamshire LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Nottinghamshire LA.
4. The Skegby Junior Academy will fit in with the timetable for the co-ordination of admission arrangements within Nottinghamshire LA as agreed by the Nottinghamshire LA, local schools and Academies:
 - a) September/October - the Mansfield Primary Academy will provide opportunities for parents to visit the Academy
 - b) By 15 January – Parents complete the common application form (CAF) and return it to the LA to administer
 - c) 16 April – offers made to parents.

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of applications

5. The Academy will consider all applications for places at the Skegby Junior Academy.

Where fewer than the published admission number(s) for the relevant year groups are received, the Skegby Junior Academy will offer places at the Academy to all those who have applied.

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Procedures where the Skegby Junior Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to the Academy – oversubscription criteria

7. The Skegby Junior Academy will first accept all pupils with a statutory right to a place at the Academy through a statement of special educational needs naming the Skegby Junior Academy. After the admission of pupils with statements of special educational needs, criteria will be applied for the remaining places in the order in which they are set out below.
8. For this age group, after the admission of children with statements of special education needs which name the Academy on the statement, the criteria are, in order:
 - a) Looked After Children or previously Looked After Children* (*see definitions*)
 - b) Children who attend the linked infant school and who, at the time of application have a sibling on roll at the Academy or linked infant school.
 - c) Other children who attend the linked infant school.
 - d) Children who do not attend the linked infant school but who, at the time of application, have a sibling on roll at the Academy or linked infant school.
 - e) Other children who do not attend the linked infant school.

In the event of oversubscription, within any of the above criterion, preference will be given to children who live nearest to the Academy as the crow flies* (*see definitions*)

In the event that two or more distances are exactly the same, the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.

Operation of waiting lists

9. As required by the Schools Admissions Code, the Skegby Junior Academy will maintain a waiting list until the end of the autumn term. Applications for inclusion on a waiting list will be ranked according to the oversubscription criteria as described in paragraph 8 above.

Arrangements for in-year admissions

10. From 2013-14 the Skegby Junior Academy will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. Parents should contact the Academy directly for an application form; further details are on our website at www.skegbyjunioracademy.org
11. 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.
12. If more applications are received than there are places available, the oversubscription criteria in paragraph 8 above for the relevant age group shall apply. Parents whose application is refused shall be entitled to appeal.

Right of Appeal

13. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to admissions at age 5 (statutory school age) or above. Appeals should be made, in writing, within twenty (20) school days of the date of refusal.

14. If refused admission you should contact the Academy at the address below to lodge an appeal:

Skegby Junior Academy
Ash Grove
Skegby
Mansfield
Notts
NG17 3FH

Please mark your envelope 'Admissions Appeals'.

Fair Access

15. The Skegby Junior Academy participates in the Nottinghamshire County Council's Fair Access protocol.

All schools, including Voluntary Aided Schools, Trust Schools and Academies must participate in the protocol.

The purpose of the Fair Access Protocol is to ensure that vulnerable children are offered a school place as quickly as possible and to evenly spread children with additional needs across all schools in the county. The protocol only applies to mid-term applications; it does not operate when children transfer from primary school to secondary school.

Definitions

1. Definition of 'Looked After' children and previously 'Looked After' children

In accordance with the Education (Admissions of Looked After Children) (England) Regulations 2006 and in accordance with Section 22 of the Children Act 1989, a 'looked after child' is defined as:

- a child who is in the care of a Local Authority at the time an application for admission to the Academy is made
- a child who is 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 the Academy.

Previously Looked After children are children who were looked after, but ceased to be so because they were adopted¹ (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.

1. 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. Definition of siblings and the position of twins

Sibling:

- Sibling is defined 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.

In the case of twins, or brothers and sisters in the same year group, where there is only one place available in the school, both will be considered together as one application. The Academy's admission number will be exceeded by one.

3. Definition of the distance to an intending pupils' home

Distance as the crow flies will be determined using direct (straight line) measurement from the child's home to the principal entrance of the main administrative building of the Academy, using the Microsoft AutoRoute application.

Where two dwellings with the same front entrance are located on different floors of the same building, a lower floor will be regarded as being closer to the Academy than any above it.

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for him/her.

It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

Where your child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of admission will be that of the parent who lives closest, as measured by direct (straight line) measurement to the Academy.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the Academy term time.

- 4.** If any of the oversubscription criteria have too many applicants then the tie-break will be by distance using the method in note 3 above.

If the distance criterion is not sufficient to distinguish between two applicants for the last remaining place then the Academy will use a method of random allocation by lot, drawn by an independent person outside of the Academy.