

Outwood Academy Portland Admission Arrangements 2017/18

Published Admission Number(s)

1. The Academy Trust has the following agreed admission numbers for the Academy for the year 2017/18 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 Portland, including late applications will be made in accordance with Nottinghamshire County Councils co-ordinated admission arrangements. Details of school catchment areas can be found by visiting the Nottinghamshire County Councils website under the link for 'Applying for a School Place'.
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 statement of special educational need or education, health and care plan (EHCP) where Outwood Academy Portland 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 a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence

order in force prior to 22 April 2014 is deemed to be a child arrangement order. 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).

b) **Catchment Area with Sibling**

Children who are resident in the catchment area of Outwood Academy Portland, with a sibling (children who are living within the same family unit, including step siblings, foster siblings and adopted siblings) who is currently on roll at the academy at the point of application. 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 independent person and will be independently verified. 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 Portland at the point of application.

d) **Link Schools with Sibling**

Children attending a linked school to Outwood Academy Portland with a sibling (children who are living within the same family unit, including step siblings, foster siblings and adopted siblings) who is currently on roll at the academy at the point of application:

Worksop Priory C of E Primary	Haggonfields Primary
Sparken Hill Academy	St Luke's C of E Primary
St Anne's C of E Primary	Ramsden Primary
St Augustine's Primary	Kingston Park Academy
Gateford Park Primary	Langold Dyscarr Primary

e) **Siblings**

Children who are living within the same family unit, including step siblings, foster siblings and adopted siblings, who are currently on roll at the academy at the point of application.

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 independent person and will be independently verified. Consideration will be given by Governors to admit all in these cases.

f) **Link Schools**

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

g) **All other children**

Children who live nearest to Outwood Academy Portland, measured 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 equal distance from the Academy, places will then be decided by drawing lots by an independent person and 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, Outwood Academy Portland 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, 31st December 2017.
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, following the closure of the waiting list (31st December 2017) parents may make a new application if they wish to do so. If a place is not available, parents have the right to appeal.

The Academy participates in Nottinghamshire County Councils in-year scheme

9. All applications should be made through Nottinghamshire County Council. Information is available at:

<http://www.nottinghamshire.gov.uk/education/school-admissions/changing-school>
10. The Academy Trust will consider all applications for school places at Outwood Academy Portland. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will consider offering places at Outwood Academy Portland to all those who have applied.
11. 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.

12. The Academy participates in Nottinghamshire County Councils Fair Access Protocol.
13. There will be a right to appeal to an Independent Appeal Panel for unsuccessful applicants.

Admission of children outside the normal age group

14. Parents may seek a place for their child outside of the normal age group, for example, if a child is gifted or talented or has experienced problems such as ill health. Children should only be educated out of the normal age group in very limited circumstances.

Nottinghamshire residents should submit a request in writing to Nottinghamshire County Council school admissions team as early as possible. Designated officers will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of the normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the principal of the school concerned will also be taken into account. When informing parents of the decision on the year group to which the child should be admitted, the parents will be notified of the reasons for the decision.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. The right does not apply if they are offered a place at the school but it is not in their preferred age group.

Transfer of junior to secondary school

Where a child has been educated out of the normal age group it is the parent's responsibility to again request admission out of the normal age group when they transfer from junior to secondary school. It will be for the admission authority of the preferred school to decide whether to admit the child out of the normal age group. The admission authority must make a decision on the basis of the circumstances of each case and in the child's best interests, and will need to bear in mind the age group which the child has been educated in up to that point.

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 Outwood Post 16 Centre, Worksop will be from:

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

*220 KS5 students from Outwood Academy Portland
220 KS5 students from Outwood Academy Valley
60 KS5 External students*

Previously looked after children

Previously looked after children are children who are looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangement orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

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).

External Applicants

When an academy is oversubscribed at the application stage, the maximum limit of places offered to external applicants is:

Outwood Post 16 Centre External PAN is 60

If the Outwood Post 16 Centre, Worksop 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 Outwood Post 16 Centre will be determined in accordance with the priority of admission criteria.

In the event of 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:

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 a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

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b) **Catchment Area with Sibling**

Children who are resident in the catchment area normally served by Outwood Post 16 Centre, with a sibling (children who are living within the same family unit, including step siblings, foster siblings and adopted siblings) who is currently on roll at the centre at the point of application. 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 independent person and will be independently verified. Consideration will be given by Governors to admit all in these cases.

c) **Catchment Area**

Children who are resident in the catchment area normally serviced by Outwood Post 16 Centre at the point of application.

d) **Feeder Schools with Sibling**

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.

e) **Siblings**

Children who are living within the same family unit, including step siblings, foster siblings and adopted siblings, who are currently on roll at the centre at the point of application.

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 independent person and will be independently verified. Consideration will be given by Governors to admit all in these cases.

Feeder Schools

f)

Children attending a feeder school to Outwood Post 16 Centre

g) **All other children**

Children who live nearest to Outwood Post 16 Centre, measured 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 equal distance from the Academy, places will then be decided by drawing lots by an independent person and will be independently verified.

Determining Siblings, Catchment and Centroid Distance Measurement

Determination whether an applicant has a sibling (children who are living within the same family unit, including step siblings, foster siblings and adopted siblings) at the respective feeder Outwood academy will be verified following the application process. It is the responsibility of the applicant that the information given on their application 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 Head of Centre.

Determination of whether an applicant lives in the 'catchment area' or 'lives closest' to Outwood Post 16 Centre, Worksop 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.

Admission of Students with an Education Health and Care Plan (EHC)

High needs students (previously 'SEN') with an Education Health and Care Plan (previously 'Statement of Special Educational Need') are dealt with under a different mechanism. Any student with an Outwood academy named on their Education Health and Care Plan at the time of application will automatically gain a place at Outwood Post 16 Centre, Worksop. All external applicants who wish to be admitted to 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.

Allocation of places following the application process

Outwood Post 16 Centre, Worksop will publish a deadline for applications at their open evening. The entry requirements for admission to Outwood Post 16 Centre, Worksop shall be the same for students on roll in Year 11 at the feeder Outwood academy and external applicants.

Students will be admitted into Outwood Post 16 Centre, Worksop 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 Outwood Post 16 Centre, Worksop 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 20 school days from the receipt of the decision letter to submit an appeal.

- 18 March 2017 – Post 16 Offer Date
- 28 April 2017 – Deadline for submitting an appeals form
- 31 May 2017 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.