

Ormiston Bolingbroke Academy

ADMISSIONS POLICY

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1. Policy Statement and Principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The Academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other Academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2017 to August 2018. This includes in-year admissions within this period.

Parents are encouraged to visit the Academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicized on our website at www.ormistonbolingbrokeAcademy.co.uk . Arrangements for visits outside of these dates can be made through the Academy office on 01928 711643 or admin@ob-ac.co.uk.

The Academy will consult on the admissions arrangements at least once every seven years or if there are changes made to the arrangements.

This policy is consistent with all other policies adopted by OAT / the Academy and is written in line with current legislation and guidance.

1.2 Complaints

The admissions appeal process will apply to any appeals concerning a school place.

Any other complaints should be made in writing and will follow the complaint procedures and set timescales. The handling of complaints may be delegated to an appropriate person.

The outcome of the complaint will be communicated in writing.

1.3 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy Admissions

The Academy admits students between the ages of 11-18. The main intakes are:

- Secondary at Year 7

- Sixth form at Year 12

We encourage entry at the Academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The Academy uses the following definitions when applying this policy:

Distance

Students living nearest to the academy measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the academy to the address point of the place of permanent residence of the student.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as where the child benefit is paid.

Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to the Academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the Academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
 - 'Exceptional' or 'Indefinite Leave to Remain' in this country
 - Refugee status
 - Parent(s) who has residency as a condition on their legal employment status in this country

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the Academy if the number of students falls below the admissions limit of the Academy.

The Academy will maintain a waiting list until 31 December following the main Academy intake. Each added child will require the list to be ranked again in line with the Academy's oversubscription criteria in which the

application was originally considered. Priority will not be given to children based on the date their application was received.

2.4 Withdrawal of a place

The Academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the Academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The Academy will not withdraw the place if the student has started at the Academy unless the place was obtained fraudulently. If this is the case then the Academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the Academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the Academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the Academy must be approved by OAT.

The Academy will consult on admissions arrangements when changes to the Academy's arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on their admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact the Principal.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the Academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the Academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the Academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the Academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary Admissions

The process detailed in this section is for secondary admissions. For further information on this process please contact Mrs Snagg, Transition and Community Development Leader on 01928 711643 or admin@ob-ac.co.uk.

Number of spaces (PAN)

The Academy has an agreed admission number of 180 per year.

Application process

Applications for the 2017-18 academic year begins in September 2016.

To apply you need to complete the local authority's (LA) Online Preference Form or a paper copy and submit this directly to the LA by the deadline, 31 October. The online form and information on the process is available at www.halton.gov.uk/schooladmissions.

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The Academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

If the number of applications is less than the number of spaces then all children will be offered places.

Oversubscription criteria

If the Academy receives more applications than there are available places then children with the Academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the Academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Children in Public Care

Looked after children (often known as in care) or children who were previously looked after, but immediately after being looked after became subject to an adoption, residence or special guardianship order.

2. Siblings

Pupils with elder brothers or sisters including half brothers and sisters and unrelated children living together as part of the same household attending the school and expected to continue in the following year.

3. Distance

Students living nearest to the academy measured using an Ordnance Survey address-point system which measures straight line distances in metres from the address point of the academy to the address point of the place of permanent residence of the student.

In-year admissions: Applying for a change of school

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance with the local authority's guidelines.

Parents/carers wishing to apply for a place outside of the normal intake round in September, or for a place in all other year groups, should contact the Academy or the Local Authority to request a Common Application Form (CAF). If, after reading the guidance notes, the parent/carer still wishes to make an application they should complete the application form and return it to the Admissions Officer at the Academy.

If the Academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The Academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the Academy.

Unsuccessful applications

The Academy will inform the child's parent if a decision has been made to refuse their child a place at the Academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A timetable for organising and hearing appeals will be set and published on the Academy's website by 28 February each year for the normal admissions round.

Parents, and in some circumstances children, have the right to appeal against the Academy's decision to refuse admission. Appeals must be lodged within 20 Academy days from the date notified of an unsuccessful application and set out in writing the grounds for appeal. Any appeals submitted after the appropriate deadline will still be heard, this will be in accordance with the timescale set out in the published timetable.

Members of the panel will not have a vested interest in the outcome of the panel or have prior involvement of in earlier stages of the proceedings. The composition of the panel will not include any person that is disqualified under the School Admissions (Appeal Arrangements) (England) Regulations 2012.

The following deadlines will apply:

- Appeals will be heard within 40 Academy days from the deadline for lodging appeals or within 30 Academy days of the appeal being lodged
- In-year admissions appeals will be heard within 30 Academy days of the appeal being lodged

The panel (by majority) will decide whether to uphold or dismiss the appeal. Where an appellant fails / is unable to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. If a panel upholds the appeal the Academy is required to admit the child. All parties will be informed of the appeal outcome within five Academy days of the hearing.

A child is allowed to be on the Academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the Academy.

4. Sixth Form Admissions

The process detailed in this section is for sixth form admissions. For further information on this process please contact Mr Finigan at the Academy.

Number of spaces

The Academy has capacity for 350 students in the sixth form. It will not admit external applicants unless it is undersubscribed by students progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to students already on roll in the Academy.

Application process

Applications for the 2017-18 academic year begins in September 2016.

To apply you need to complete the Academy's Sixth Form Admissions Form and submit this directly to the Academy by 31st January 2017. A meeting will be held with all applicants to discuss their course of study. The Academy will contact the student applying directly about the outcome of their application.

Late applications will only be considered where there are a surplus of places in the Academy / course(s) applied for once the oversubscription criteria has been applied.

Selection Criteria

All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the our sixth form, will need to have the same minimum academic qualifications for entry, which are detailed in the Academy Sixth Form Prospectus.

If you need assistance with your application please contact the Academy on 01928 711643 or email: admin@ob-ac.co.uk

Oversubscription criteria

If more applications are received than the number of places specified then the criteria applied at Year 7 will be used to determine admission.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

If the Academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The Academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the Academy.

Unsuccessful applications

The Academy will inform the child's parent if a decision has been made to refuse their child a place at the Academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A timetable for organising and hearing appeals will be set and published on the Academy's website by 28 February each year for the normal admissions round.

Parents, and in some circumstances children, have the right to appeal against the Academy's decision to refuse admission. Appeals must be lodged within 20 Academy days from the date notified of an unsuccessful application and set out in writing the grounds for appeal. Any appeals submitted after the appropriate deadline will still be heard, this will be in accordance with the timescale set out in the published timetable.

Members of the panel will not have a vested interest in the outcome of the panel or have prior involvement of in earlier stages of the proceedings. The composition of the panel will not include any person that is disqualified under the School Admissions (Appeal Arrangements) (England) Regulations 2012.

The following deadlines will apply:

- Where the offer of a place is conditional upon exam results, appeals will be heard within 30 Academy days of confirmation of those results
- Where the offer of a place would not have been conditional upon exam results, appeals will be heard within 40 Academy days of the deadline for lodging appeals
- In-year admissions appeals will be heard within 30 Academy days of the appeal being lodged

The panel (by majority) will decide whether to uphold or dismiss the appeal. Where an appellant fails / is unable to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. If a panel upholds the appeal the Academy is required to admit the child. All parties will be informed of the appeal outcome within five Academy days of the hearing.

A child is allowed to be on the Academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the Academy.