

ADMISSIONS POLICY 2014-2015

1. Tarleton Academy: a school for children aged 11-16. It is a mixed, non-denominational, comprehensive school. The school receives its funding from the Education Funding Agency and the Governing Body is the Admissions Authority. References to the "Admissions Authority" or "Tarleton Academy" shall mean the Governing Body of Tarleton Academy.
2. The ethos of Tarleton Academy is to build further on the school's achievements as an effective self-managing Technology School and to encourage all children to achieve their potential through: high expectations; good behaviour; a curriculum which engages all children; an emphasis on developing effective learning strategies and a commitment to extending the skills of its employees as forward thinking educators. All parents applying for a place here are expected to respect this ethos and its importance to the school community.
3. Tarleton Academy will comply with all relevant provisions of the statutory codes on admissions (the School Admissions Code and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. References to "the LA" shall be deemed to be references to Lancashire County Council and references to "the Admissions Forum" to be to the Lancashire Admissions Forum. In particular, Tarleton Academy will take part in the Admissions Forum set up by the LA and have regard to its advice and will participate in the co-ordinated admission arrangements operated by the LA.
4. Tarleton Academy will ensure that its Admissions Policy promotes community cohesion, under section 21 of the Education Act 2002.
5. In conjunction with the LA Transport department, Tarleton Academy will try to ensure that its admission arrangements support sustainable and healthy travel.
6. If the school is oversubscribed then the Admission Authority will consider all applicants against its published oversubscription criteria. Tarleton Academy will ensure that a decision to refuse admission will not be made by one individual acting as the Admission Authority.
7. The Headteacher, other school officials or members of the Governing Body will not give parents an expectation that their application will be successful, or tell them that their child has been given a place at the school, before an offer of a place has been made formally under the co-ordinated scheme.

ADMISSION NUMBER

8. The School Admissions Code from the DCSF states that:
9. *"Admission authorities are required to consult before setting or amending a published admission number. Once an admission number has been set by the admission authority Children should not then be admitted above the published admission number unless exceptional circumstances apply or as part of in-year fair access protocols."*

The admission arrangements for Tarleton Academy are:

10. It has a published admission number of 150 children for Year 7 which is the relevant age group in which children are or will normally be admitted to the school. The Admissions Authority will accordingly admit 150 children in the relevant age group each year if sufficient applications are

received.

11. Children applying to enter Year 7 will be admitted without reference to ability or aptitude.
12. Tarleton Academy, having the admission number, will not admit children above the published number unless the school considers that agreeing admitting above that number will not adversely affect the school in the longer term and will not have a detrimental effect on neighbouring schools.

PROCESS OF APPLICATION

13. Applications for places at Tarleton Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA. Tarleton Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Admissions Forum:
14. September - Tarleton Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2013 for admission in September 2014). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. Tarleton Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
15. September/October - Tarleton Academy will provide opportunities for parents to visit the School;
16. Common Application Form to be completed between the 1st September and the closing date is 31st October returned to the Primary School or on line.
17. November – The Admissions Authority has entered into a Service Level Agreement with the LA to rank all parental preferences, based on the admission criteria, on its behalf.
18. November/January – The LA will keep the Admissions Authority regularly informed of its progress in ranking all parental preferences based on the published admission criteria.
19. February - LA applies agreed scheme for local schools, informing other LAs of offers to be made to their residents;
20. 1st March offers made to parents.

CONSIDERATION OF APPLICATIONS

21. Tarleton Academy will consider all applications for places. Where fewer than 150 applications are received, Tarleton Academy will offer places to all those who have applied, up to a maximum of 150, subject to paragraph 23 below.
22. Tarleton Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been permanently excluded from two or more other schools and the ability to refuse admissions runs for a period of two years since the last exclusion. Exclusions which took place before the child concerned reached compulsory school age do not count for this purpose. This applies to admissions at all age levels.

PROCEDURES WHERE TARLETON ACADEMY IS OVERSUBSCRIBED

23. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. Twins/Triplets or children from other multiple births will be considered as one unit, and places awarded based on the highest criterion applicable to the 'unit' application. The criteria will be applied in the order in which they are set out below:

CRITERIA APPLIED TO ADMISSIONS IN 2014-2015 AND SUBSEQUENT YEARS

- 1) Children in Public care, who are in public care at the time when preferences are expressed and are still expected to be in public care when admitted to Tarleton Academy.
 - 2) Children with a Statement of Special Educational Needs, that names Tarleton Academy in the statement, will be given priority for admission. The Admissions Code of Practice confirms that this is not an oversubscription criterion and that schools must admit such children whether they have available places or not.
 - 3) Children who have specific medical needs, social needs and special needs where the application is supported by written specific appropriate professional advice as to why admission to Tarleton Academy is necessary. The definition as to what constitutes medical, social and special need within the scope of this provision will be available in writing to parents in the prospectus as part of the admissions policy. It is the responsibility of parents to show that it is essential for the child to attend Tarleton Academy rather than any other school.
 - 4) Siblings of children who will be attending Tarleton Academy on the date when the applicant would be admitted. The term sibling means a full, step, half, adopted or fostered brother or sister but not cousins.
 - 5) Children who live in the Geographical Priority Area which consists of the civic parishes of North Meols, Hesketh with Becconsall, Tarleton and Rufford which are all situated within the County Boundary of Lancashire or attend the following Primary Schools in that area Banks Methodist, Banks St Stephens, Hesketh with Becconsall, Tarleton Community, Tarleton Holy Trinity, Rufford Primary, Mere Brow Primary, Holmeswood Methodist,
 - 6) Children who attend Hoole St Michaels, Little Hoole Primary, Longton Primary, Bretherton Endowed C of E, Churchtown, Marshside, Larkfield, Norwood Road and St John's Crossens Primary Schools
 - 7) Any other children whose permanent address is closest to Tarleton Academy. Such children may live in areas served by either Lancashire County Council or Sefton Borough Council. Distance will be measured using the LA computerised measuring system which is a straight line measurement from home to school.
 - 8) Tie-break. Where there are more applicants for the available places under any of the above criteria then the distance between the School and the home measured by the LA computerised measuring system will be used as the final determining factor, nearer addresses having priority over more distant ones. Where the cut off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
24. If false or misleading information is used to gain entry to the school the offer of a place will be withdrawn and the application cancelled. Late applications for places will be considered after all applications received on time. See paragraphs 32 & 33 below for further information.

OPERATION OF WAITING LISTS

25. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, Tarleton Academy will operate a waiting list. Where in any year Tarleton Academy receives more applications for places than there are places available, a waiting list will operate for at least one term in the academic year of admission usually until 1st January. This will be maintained by Tarleton Academy 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. From the date when the waiting list ceases to operate, all applications received will be considered on the basis of the oversubscription criteria.
26. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in this document. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.
27. Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

ARRANGEMENTS FOR ADMITTING CHILDREN TO OTHER YEAR GROUPS, INCLUDING REPLACING ANY CHILDREN WHO HAVE LEFT TARLETON ACADEMY

28. 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, Tarleton Academy must consider all such applications and, if the year group applied for has a place available, admit the child. However, within the exceptional circumstances set out in paragraph 3.32 of the School Admissions Code, Tarleton Academy may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. The possibility of refusing to admit on this basis only applies to applications made outside the arrangements of the local in-year Fair Access Protocol. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

NON-ROUTINE ADMISSIONS

29. It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. In order to obtain a school place in mid year, it is necessary to fill in the Lancashire County Council's (LCC) Common Application Form on behalf of Tarleton Academy's Admissions Authority, stating three preferences. The form must be returned to Tarleton Academy which will forward it to LCC's Area Pupil Access Team. On behalf of Tarleton High's Admission Authority, LCC will consider your three preferences equally, in liaison with other admissions authorities. **The offer of a place can only be made by Tarleton Academy's Admission Authority via Lancashire County Council.**
30. If you wish to visit the school before stating your preferences, please contact Tarleton Academy. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.
31. If there is no place, then the Independent Appeal Panel will consider the application and, if a place is not offered, information about how to appeal against the refusal will be provided.

Appeals for children moving into the area can only be considered on their current address until there is evidence of a permanent house move e.g. exchange of contracts or tenancy agreement with rent book.

32. If parents are successful in their appeal for a place at the school, Tarleton Academy will admit the pupil at a date mutually agreed between the parent and the Headteacher.
33. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

WITHDRAWAL OF PLACES AND FRAUDULENT APPLICATIONS

34. Once an offer of a school place has been made it is only reasonable for the Admission Authority to withdraw that offer in very limited circumstances. These may include when a parent has failed to respond to an offer within a reasonable time or the Admission Authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent (for example, a false claim to residence in a catchment area) which effectively denied a place to another child; or where a place was offered under co-ordination by the local authority, not the admission authority, in error. If a parent has not responded to the offer of a place within a reasonable time, the admission authority will remind the parent of the need to respond within a further seven days and point out that the place may be withdrawn if they do not.
35. Tarleton Academy will not withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child had been at the school will be taken into account, for example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term. Where a place is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if a place is refused.

APPEALS

36. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Tarleton Academy. The Appeal Panel will be independent of Tarleton Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Tarleton Academy will prepare guidance for parents about the appeals process and provide parents with a named contact who can answer any enquiries parents may have about the process.
37. An Independent Appeals Panel made up of three members will hear appeals. Appeals are normally heard during April/May for entry in the following September. For in-year admissions appeals, the Appeals Panels will be convened when required.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

38. Unless no change is proposed in its admissions arrangements, Tarleton Academy shall consult each year on its proposed admission arrangements.
39. Tarleton Academy will consult by 1 March:

- a) The LA;

- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b) above) located within the relevant area for consultation.

Determination and publication of admission arrangements

40. Following consultation, Tarleton Academy will consider comments made by those consulted. Tarleton Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

41. Tarleton Academy will publish its admission arrangements each year once these have been determined, by:

- i. Copies being sent to primary and secondary schools in the LA;
- ii. Copies being sent to the offices of the LA;
- iii. Copies being made available without charge on request from Tarleton Academy;
- iv. Copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.

42. The published arrangements will set out:

- i. the name and address of Tarleton Academy and contact details;
- ii. a summary of the admissions policy, including oversubscription criteria;
- iii. numbers of places and applications for those places in the previous year; and
- iv. Arrangements for hearing appeals.

Representations about admission arrangements

43. Where any of those bodies that were consulted, or that should have been consulted, make representations to Tarleton Academy about its admission arrangements, Tarleton Academy will consider such representations before determining the admission arrangements. Where Tarleton Academy has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to Tarleton Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Tarleton Academy. Where he judges it appropriate, the Secretary of State may direct Tarleton Academy to amend its admission arrangements.

Proposed changes to admission arrangements by Tarleton Academy after arrangements have been published

44. Once the admission arrangements have been determined for a particular year and published, Tarleton Academy will propose changes only if there is a major change of circumstances. In such cases, Tarleton Academy must notify those consulted under paragraph 58 above of the proposed variation and must then apply to the Secretary of State setting out:

- i. the proposed changes;
- ii. reasons for wishing to make such changes;

- iii. any comments or objections from those entitled to object.

Signed: Chair of the Governing Body

Date: