

Star Academies

The arrangements are in line with the Vision of the Trust

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

DETERMINED ADMISSION ARRANGEMENTS FOR 2019/20



Star



Determined Admission Arrangements for Bay Leadership Academy for 2019/20

Year 7 Admission for Bay Leadership Academy

Bay Leadership Academy joined Star Academies on 1st June 2018.

The admissions process is part of the Lancashire County Council's determined scheme for co-ordinated admissions to secondary schools.

All applicants are required to complete their home Local Authority's common application form by 31st October 2018.

Parents will be advised of the outcome of their application on 1st March 2019.

The published admission number for the Year 7 intake in 2019 is 220.

All applicants will be admitted if 220 or fewer apply.

If the school is oversubscribed, children will be admitted in accordance with the oversubscription criteria below, once all children with a statement of special education needs or an education, health and care plan, naming the school are admitted.

Oversubscription criteria

1. Looked after children and those who have been previously looked after (see note (x) below).
2. Children for whom the Local Authority accepts that there are exceptional medical, social or welfare reasons which are directly relevant to the school concerned, (See note (i) below).
3. Children living within the school's geographical priority area with older brothers or sisters attending the school when the younger child will start, (see note iii below).
4. Children living within the school's geographical priority area.
5. Children living outside the school's geographical priority area with older brothers or sisters still attending the school when the younger child will start (See note (iii) below) then
6. Children living outside the school's geographical priority area (see note (iv) below).

Notes

(i) The medical, social and welfare criterion will consider issues relevant to the child and/or the family. This category may include children without a statement who have special needs.

(ii) As required by law, all children with a Statement of Special Educational Needs/EHC naming a school will be admitted before the application of the over-subscription criteria. Children who have a statement for special needs have their applications considered separately.

(iii) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address (consideration may be given to applying this criterion to full brothers and sisters who reside at different addresses). The priority does not apply to siblings whose brothers and sisters transferred into a sixth form at 16+.

(iv) The distance criterion which will be used as the tie breaker if there is oversubscription within any of the admission criteria is a straight line (radial) measure. If the Local Authority is unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw. The distance measure is a straight line (radial) measure centre of building to centre of building. Please note that the Local Authority may introduce a new measuring system during the admissions round.

(v) A child's permanent address is the one where he/she normally lives and sleeps and goes to school from. Proof of residence may be requested at any time throughout the admission process, (including after a child has accessed a school place).

(vi) The Local Authority will keep waiting lists for all Lancashire primary schools until 31 August 2019. These are kept in priority order using the school's published admission criteria. From 1 September 2019 for one school term only waiting lists will be retained by individual admission authorities (the Local authority for community and voluntary controlled schools and individual voluntary aided and trust schools will each retain their own list).

(vii) Children will not normally be able to start school other than at the beginning of the term unless they have moved into the area or there are exceptional circumstances.

(viii) Applications for school places which are received late will not necessarily be dealt with at the same time as those received by the set deadline. The reasons for a late application may be requested and where these are not exceptional, the relevant admission criteria will be initially applied to all others received on time. The late application will be dealt with after this process.

Application forms received after the published closing date, will only be considered at that time if the following conditions apply:

- (a) if the number of preferences received for the school is below the published admission number or:
- (b) there are extenuating circumstances justifying a late application.

These may include:

- (a) parents moving into the County after the closing date;
- (b) parent/carer illness which required hospitalisation for the major part of the period between the publication of the composite prospectus and the closing date for applications.

(ix) Where a child lives with one parent for part of the week and another for the rest of the week only one address will be accepted for a school admission application. This will normally be the one where the child wakes up for the majority of school days (Monday to Friday). Proof of residence may be requested at any time throughout the admissions process.

(x) the highest priority must be given to looked after children¹ and children who were looked after, but ceased to be so because they were adopted² (or became subject to a residence order³ or special guardianship order⁴).

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 (see the definition in section 22(1) of the Children Act 1989). ² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders). ³ Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live. ⁴ See section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Looked after children in the Code means children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. This includes children who are legally adopted from overseas. Relevant, legal documents must be provided to evidence the adoption.

Shared Care Arrangements

Geographical Area

Parishes of Slyne with Hest, Lancaster (part*) Morecambe and Heysham, Heaton with Oxcliffe, Middleton and Overton.

* From the border with Slyne with Hest parish follow the railway line to the river and then follow the river to the Heaton with Oxcliffe parish boundary.

Multiple births

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number.

Waiting list

Parents of children refused admission for Bay Leadership Academy's year 7 group each September, can request Lancashire County Council to include their child's details on the waiting list for the school.

The position on the waiting list is determined by the priority order of the admission policy and nothing else. When the number of children admitted to the school drops below the published admission number, a place is offered to the child who is at the top of the waiting list.

The position of your child on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires him to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

The school maintains the waiting list in accordance with the school's oversubscription criteria, until 31st December in the academic year of Year 7 admission. Parents should contact the school, if they wish their child's details to be kept on the waiting list, from the spring term onwards.

The school maintains the in-year waiting list in accordance with the school's oversubscription criteria.

We will contact the parents of children on the waiting list in the summer term for each year group to ascertain if they wish for their child's details to remain on the waiting list.

Withdrawing an offer of a place

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parents fail to respond to the offer of a place within a reasonable period of time.
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parents fail to respond to the offer of a place, the Governing Body will give the parents a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn based on misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the Governing Body may consider it appropriate to withdraw the place.

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 a child is gifted and talented or has experienced problems such as ill health.

Parents of children who are already of secondary school age are required to complete the school's relevant application form along with a letter requesting admission out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parents of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower or higher year group) will need to submit the normal common application form to the Local Authority (in writing or online). Parents must do this at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group and submit this with the required evidence outlined below. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Whilst the Governing Body will consider applications to Year 7 from parents of children outside their normal age group, please note that the Governing Body is not bound by decisions made by another admission authority.

The Governing Body will make a decision on the request before the Secondary national offer date if the request for admission is received during the normal admissions round, if at all possible.

Parents should consider what evidence they wish to submit in support of their case with the application form, for example, evidence from a medical practitioner, educational psychologist, headteacher etc. Some of the evidence a parent may wish to submit could include:-

- Whether they are currently or have previously been educated outside the normal age group;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely;
- Where relevant their medical history and the views of a medical practitioner;
- Information about the child's, academic, social and emotional development;
- Where relevant the views of an educational psychologist.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parents.

The Governing Body will make their decision based on the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parents of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parents have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied. As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal **does not apply** if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint to the Governing Body about the decision not to admit their child outside their normal age group.

In - year admission

In - year admission is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September. Applications made after the start of the autumn term 2019 will be treated as an in-year application.

The in - year admission process is managed by the school. Parents are required to complete the in- year application form, which is available from and returnable to the school.

For some children, it may not be possible to secure admission under the in - year admission process. Where this is the case, Lancashire County Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these children.

For children with a statement of special education needs or an education, health and care plan, the in - year admission process will not apply. Parents should contact their home Local Authority's Special Educational Needs Team. The child is offered a place if the Local Authority's Special Educational Needs Team names the school in the statement of special education needs or an education, health and care plan.

Appeals

Parents have a legal right of appeal to an independent appeal panel against the decision not to offer admission at Bay Leadership Academy. Lancashire County Council administers the appeals process, on behalf of the school. Parents can either complete the school's appeal form on Lancashire County Council's website or request an appeal form from the school.

Parents have at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, so they can attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision is communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

Re-appeals

Parents do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the Governing Body has accepted a 2nd application from the parents because of a significant and material change in the circumstances of the parents, child or school but were still refused admission.