

ADMISSIONS POLICY

Admissions Policy for Accrington Academy

Preamble:

1. This document sets out the proposed arrangements for Accrington Academy, throughout this document referred to as “the Academy”. These arrangements are without prejudice to the provisions of Annex B to the Master Agreement. The document forms an annex to the Supplemental Agreement between United Learning Trust (‘ULT’) and the Secretary of State. References in this document to “parents” include guardians and carers.
2. The 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. Reference in the codes to admission authorities shall be deemed to be references to ULT. 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, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the coordinated admission arrangements operated by the LA.
3. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

Admission Arrangements to be Approved by Secretary of State

4. The admission arrangements for the Academy, subject to any changes approved by the Secretary of State, are:
 - a) The Academy has an agreed admission number of 200 students. The academy will accordingly admit at least 200 students in the relevant age group each year if sufficient applications are received.
 - b) The Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed in paragraph 19 below. Students will not be admitted above the published admission number unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.

Process of Application

5. Applications for places at the Academy will be made in accordance with the LA’s coordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA. The Academy will be using 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 or LA:
 - a) September – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open

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evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September/October – The Academy will provide opportunities for parents to visit the Academy;
- c) October – Common Application Form to be completed and returned to the LA to administer;
- d) November – LA sends application details to the Academy;
- e) The Academy returns ranked list, based on admissions criteria, of all applications to LA within the agreed timescale.
- f) February – LA applies agreed scheme for local schools, informing other LAs of offers to be made to their residents;
- g) 1st March offers made to parents.

Consideration of Applications

- 6. The Academy will consider all applications for places. Where fewer than 200 applications are received, the Academy will offer places to all those who have applied.
- 7. Notwithstanding paragraph 6 above, the 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 the Academy is oversubscribed

- 8. Children with an EHC (Education, Health and Care Plan), that names the Academy in Part 4 of the statement, will be given priority for admission.

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. These will be applied in the order in which they are set out below:

Criteria Applied to Admissions in 2020-2021 and Subsequent Years

- a) 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 the Academy.
- b) Children who have specific medical needs, social needs and special needs where the application is supported by written specific medical advice as to why admission to the 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

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part of the admissions policy. It is the responsibility of parents to show that it is essential for the child to attend the Academy rather than any other school.

- c) Siblings of students who will be attending the Academy on the date when the applicant would be admitted other than students who at the time are in sixth form but where not previously in lower years. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, who live at the same permanent address. The Academy reserves the right to ask for proof of relationship.
- d) Students who have received education within a school that is within the linked learning family federation of schools for United Learning.
- e) Children whose permanent address is closest to the Academy. The distance will be measured as the direct line distance 'as the crow flies' measured between the child's permanent address to the Academy's main entrance on Queens Road West using SMART (Schools Mapping Admissions Routing and Transport System) software. The distance is measured to the exact Ordnance Survey point of each applicant's home. A child's permanent address is where he or she normally lives and sleeps and goes to school from.
- f) If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn, and the application cancelled.

In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation.

Arrangements for Admission to Post 16 Provision

- 9. The Academy will offer a range of post-16 courses at level 3 and will publish specific criteria in relation to the entrance requirements for each course. The detailed information will be contained in the sixth form prospectus published annually.
- 10. Children already on roll are entitled to transfer to the sixth form if they meet the published standards for entry.
- 11. The sixth form will enroll each year for students in Years 12 and 13. Only those applicants who meet the minimum published standards for entry will be considered. The arrangements will be reviewed as part of this policy.
- 12. The admission number for the sixth form will be 125 students. The Academy will accept external students up to that figure less the number of the Academy's own students who are accepted into the sixth form. If the sixth form is oversubscribed, the following criteria will be used to determine which external students to admit:
 - a) Applicants whose permanent address is closest to the Academy as determined by the process outlined above at 8 relating to the criteria for 2020-21 and subsequent years.

Operation of Waiting Lists

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13. Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate during the autumn term. This will be maintained by the 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.
14. 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.

Arrangements for Admitting Students to Other Year Groups, Including Replacing Any Students Who Have Left the Academy

15. Subject to any provisions in the LA's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the 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 3.13 of the School Admissions Code, the 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.

Appeals

16. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with admission decisions of the Academy. The Appeal Panel will be independent of the 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. The 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.

Annual Procedures for Determining Admission Arrangements

Consultation

17. Unless no change is proposed in its admissions arrangements, the Academy shall consult each year on its proposed admission arrangements.
18. The Academy will consult by 1st March:

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- 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)) located within the relevant area for consultation.

Determination and Publication of Admission Arrangements

19. Following consultation, the Academy will consider comments made by those consulted. The 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

20. The Academy will publish its admission arrangements each year once these have been determined by:
- a) Copies being sent to primary and secondary schools in the LA;
 - b) Copies being sent to the offices of the LA;
 - c) Copies being made available without charge on request from the Academy;
 - d) Copies being sent to public libraries in the area of the LA for the purpose of being made available at such libraries for reference by parents and other persons.
21. The Published arrangements will set out:
- a) The name and address of the Academy and contact details;
 - b) A summary of the admissions policy, including oversubscription criteria;
 - c) A statement of any religious affiliation;
 - d) Numbers of places and applications for those places in the previous year; and
 - e) Arrangements for hearing appeals.

Representations about Admission Arrangements

22. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies that it has consulted and any of those bodies object to the 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 the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.
23. Those consulted have the right to ask the Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed published admissions number. The Secretary of State will consult the Academy and will then determine the published admission number.
24. In addition to the provisions at paragraphs 23 and 24 above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

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Proposed Changes to Admission Arrangements by the Academy after Arrangements Have Been Published

25. Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 19 above of the proposed variation and must then apply to the Secretary of State setting out:
- a) The proposed changes;
 - b) Reasons for wishing to make such changes;
 - c) Any comments or objections from those entitled to object.

Need to Secure Secretary of State's Approval for Changes to Admission Arrangements

26. The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined at paragraph 19 above.
27. Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
28. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.
29. Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

Notes

Twins/Triplets etc.

If Places for twins/triplets etc. cannot be offered, the family will be advised accordingly. (This also applies to siblings in the same year group). If places cannot be allocated to both or all of these children, then the Academy will operate a system of random allocation to decide which child/children will receive an offer.

Late Applications

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Where there are extenuating circumstances for an application being received after the final application date (and is back up with appropriate evidence), and it is before the date in which the Academy have established their list of students to be admitted, then it may be considered alongside others. Otherwise, applicants received after the last date will be considered after all others and, if necessary, placed on the waiting list in order according to the criteria.

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ACCRINGTON ACADEMY YEAR 7 ADMISSIONS

September 2020

SUPPLEMENTARY INFORMATION FORM (SIF)

Important: Please read the Prospectus and admission advice form before completing this form. Do not forget that you must also name Accrington Academy as one of your preferences on the Common Application Form from the Local Authority. **COMPLETING ONLY THIS FORM IS NOT ENOUGH.**

CHILD'S DETAILS:

Surname:			
First Name(s):			
Date of Birth:		Male/Female:	
Home Address:			
	Postcode:		

If the child lives at two different addresses with separated parents, please give the address where the child **NORMALLY** lives and goes to school from.

PARENTAL/CARER DETAILS:

	First Contact Person	Secondary Contact Person
Title: (Mr / Mrs / Miss / Ms / Dr / Other)		
Surname: (if different from child's)		
First Name:		
Relationship to child: (Mother / Father / Grandparent / Other)		
Daytime Telephone No:		
Email Address:		

PERSONAL CIRCUMSTANCES

Child in Public Care:

Please tick this box if the child is looked after by a local authority in accordance with Section 22 of the Children Act 1989, at the date of this application for admission and will remain in care at the date of admission. **Please attach a copy of the Care Order.**

Child Previously in Public Care:

Please tick this box if this child was previously looked after by a local authority but, immediately after being looked after, became subject to an Adoption, Residence or Special Guardianship Order. **Please attach documentary evidence.**

Medical and Social Criterion:

Please tick this box if you consider that your child has a very exceptional special circumstance for which he/she should be considered before other applicants.

- Before you tick the box, you are strongly advised to read the section of the Prospectus which tells you about what may or may not be considered a special circumstance in this category.
- You **must submit** all supporting evidence from professional third parties **with this form**. Consideration cannot be given unless you do so.
- The Academy cannot be responsible for giving special consideration unless you tick the box and submit the required documents.

Special Educational Needs (SEN):

Please tick this box if your child has an EHC from your local authority. Please read the section in the Prospectus which deals with SEN admissions. **A copy of the current EHC should accompany this form** if possible.

Siblings:

Please tick this box if you are applying under the Sibling criterion, (ie. the applicant already has an **older** brother or sister at Accrington Academy. (If they are in the 6th form, they must have attended the Academy during the Yr7-Yr11 phase). Please state the full name and form of the student who already attends the Academy:

Name of Pupil Already in Accrington Academy	College / Form

Tell us here if your child, on the date of admission (**September 2020**), will have an **older** sibling on roll at the Academy. The term "sibling" means a full, step, half, adopted or fostered brother or sister, **but not cousins**, who will be living permanently with them at the same address at the date of their entry to the Academy. The Academy will require proof of relationship.

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DECLARATION AND RECEIPT

Please check that all details are correct before signing and dating the form.

I/We declare that the details given on this application form are correct and understand that failure to disclose or giving false information will result in my child's application being rejected. I also understand that should false information be given in the above details; any subsequent offer will be withdrawn and my child's application will be permanently disallowed.

I/We agree to Accrington Academy processing personal data contained in this application form and other relevant data which the academy may obtain from me/us or other people as part of the admissions procedure. I/We agree to the processing of such data for any purposes described above. (This is in accordance with the Data Protection Act 1998).

Signature of Parent(s) / Carer(s)

Date

This Supplementary Information Form (SIF) can be handed in personally at Accrington Academy reception or they may be sent in by post. **Applications by email cannot be accepted.**

The closing date **by which we must receive the SIF** is **4.00pm** on **31st October 2019**.

Please do not contact the Academy to ask if your child's SIF has been received. Due to the large volume of forms which we expect to receive, we will be unable to advise you until after the closing date. For this reason, please ensure that you do one of the following:

1. Enclose a stamped self-addressed envelope with your child's form, if sent by post, and a receipt will then be sent to you.
2. If submitted in person, please ensure that you obtain a receipt.

Office Use Only:

POSTAL APPLICATION	HAND DELIVERED APPLICATION
Receipt for Year 7 Application for September 2020	Receipt for Year 7 Application for September 2020
Pupil Name:	Pupil Name:
Date Received:	Date Received:
Staff Initials:	Staff Initials:
SAE Enclosed:	

