



# ALBANY ACADEMY

## DETERMINED ADMISSIONS POLICY 2022 -23

DATE OF LATEST UPDATE:	July 2019
REVIEW DATE:	October 2021
POLICY APPROVED BY GOVERNORS ON:	July 2019
POLICY AVAILABLE FOR STAFF AT:	Staff Handbook
POLICY AVAILABLE FOR PARENTS AT:	Website

### CRITERIA FOR ADMISSION ARRANGEMENTS – 2022-23

Albany Academy is a school where high quality teaching, together with outstanding pastoral support and care, enable all of our pupils to reach their potential and fulfil their ambitions.

Our vision is to provide the pupils in our care with the skills and knowledge they need to succeed both in their education and in the wider world of employment and work.

We have very high expectations of our pupils in terms of their behaviour, effort and the contribution they make to the school and wider community. These high expectations result in a school whose pupils and staff work together to create an atmosphere of mutual respect and achievement.

By working in partnership with parents and pupils we will continue to move forward and build upon our current success. We hope that you will come and see what we have to offer and become a part of that success.

**ADMISSION NUMBER IS 135.**

### THE CRITERIA WHICH ARE TO BE USED TO ALLOCATE PLACES WHEN THE ACADEMY IS OVERSUBSCRIBED ARE:

1. Looked after and previously looked after children, then
2. Children for whom the Governors accept, based on the written opinion of professional experts, that there are exceptional medical or social circumstances affecting the child and where these needs can **only** be met at Albany Academy. (See note (i) below)
3. Children of serving members of staff (see note iii below), then
4. 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 (iv) below) then
5. Children living within the school's geographical priority area, then
6. 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 (iv) below) then
7. Children living outside the school's geographical priority area.

## HOW TO APPLY

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order. You will receive an offer for a school place directly from your local authority. Additional evidence (see note (i) below) should be attached to this form.

## REQUESTS FOR ADMISSION OUTSIDE THE NORMAL AGE GROUP

Parents are entitled to request a place for their child outside of their normal age group.

Requests should be completed by writing a letter to the Headteacher, including the name and date of birth of the child, requested date of entry and reasons for requesting admission outside the normal age group. The letter should be sent at the same time as the admission form is completed. Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development

## WHERE RELEVANT, THEIR MEDICAL HISTORY AND THE VIEWS OF A MEDICAL PROFESSIONAL

- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## IN-YEAR ADMISSIONS

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Application forms can be requested from the school office and for in-year admissions should be sent to the following address:

Admissions, Albany Academy, Bolton Road, Chorley, PR7 3AY.

## NOTES

- (i) Professional supporting medical or social evidence from a doctor or social worker, is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why Albany Academy can meet these needs and the difficulties which would be caused if the child had to attend another school.
- (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.
- (iii) Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances: a) where the member of staff has been employed at Albany Academy for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (iv) Brothers and sisters includes step children, half brothers and sisters, fostered and adopted children living with the same family at the same address.
- (v) 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 Governors are unable to distinguish between applicants using the published criteria (eg twins or same block of flats) places will be offered via a random draw.
- (vi) The distance measure is a straight line (radial) measure centre of building to centre of building.
- (vii) 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).
- (viii) Our Waiting List is compiled in accordance with our Admissions Criteria. Parents of children who are not admitted can request to have their names placed on the waiting list. Late applications for the school will be slotted into the order according to the extent to which they meet the criteria. This waiting list will operate for the whole of the autumn term.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) The highest priority must be given to looked after children and children who were looked after, but ceased to be so because they were adopted 1 (or became subject to a residence order 2 or special guardianship order<sup>3</sup>). Further references to previously 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.

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<sup>1</sup> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>2</sup> 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.

<sup>3</sup> 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).

## GEOGRAPHICAL PRIORITY AREA

Parishes of Charnock Richard, Coppull, Euxton (part\*), Astley Village, Whittle-le-Woods, District of Chorley, Withnell, Wheelton, Heapey, Anglezarke, Heath Charnock, Anderton, Adlington and Rivington, Horwich, Blackrod and Haigh.

\*Euxton south of railway line.