

ADMISSIONS POLICY

2024-2025

The published admission number is 200 for each year 7-11.

Accrington Academy is run by the Academy sponsor United Learning. The Governors are responsible for the admission of pupils. For entry into year 7 the admissions application and offer process will be co-ordinated by Lancashire County Council. All pupils are admitted without reference to ability or aptitude. For sixth form admissions, please refer to the sixth form admission policy which can be accessed via the school's website. Places in years 7-11 will be allocated at Accrington Academy in the following order of category.

Category 1 – Looked after children or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangement order, or special guardianship order or those children who appear to the school to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note 1)

Category 2 – Children who have specific medical needs, social needs and special needs where the application is supported by written specific medical evidence as to why admission to the Academy is necessary (See note 2)

Category 3 – Children who have an older sibling at Accrington Academy at point of admission into the Academy - the priority only applies to students who are in main school, in Years 7-11 at point of admission. This does not apply if the older sibling is in the Sixth form in the September of the start date (See note 3)

Category 4 – Children who have received an education within Peel Park Primary School and Mount Pleasant Primary school which are both within the linked learning family federation of schools for Accrington Academy (See note 5)

Category 5 – Children with a parent employed by Accrington Academy on a permanent, teaching or support staff contract, either on a full or part-time basis for at least two year prior to 1st September in the year of application (See note 6)

Category 6 – Distance from the applicant's home address to the Academy. The distance measurement will be calculated using a Geographical Information System in a straight line from the centre of the Academy to the centre of the applicant's home in accordance with the definition below. The applicants will be ranked nearest to furthest (See note 6)

The Academy will apply the above criteria to applicant's subject to the following exceptions:

(i) Where a child has an Education Health Care Plan (EHCP) and for whom there is a legal requirement to admit to the Academy as it is named in the EHCP.

(ii) Where an applicant is seeking admission for the September entry of the Academy entry year, applications received before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application may be considered as received on time. Exceptional circumstances could be illness involving hospitalisation or a bereavement or as prescribed within the co-ordinated admission arrangements.

Admission Criteria - Notes

1. A “Looked After Child” means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was “previously a Looked After Child” means a child who, after being Looked After, became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Child Arrangement Order under Page 3 of 7 Section 8 of the Children Act 1989 (as amended) or Special Guardianship Order under Section 14A of the Children Act 1989. This includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. In the case of over subscription in categories 1 - 3, priority will be given within category to children: (i) where a placement is recommended for medical reasons and seen as essential by the child’s General Practitioner (family doctor) or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the Academy or working in collaboration with the Academy which in the view of the Multi Academy Trust and governors (United Learning) require placement at Accrington.

(ii) The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria; it is a straight line (radial) measure. Details of this process are outlined below in note 11.

3. Sisters or brothers are defined as half or full sister/brother, adoptive sister/brother and the children of parents who are cohabiting, where the parents and children live together in the same household.

4. When considering twins, triplets, or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

5. Children who have received education with either Peel Park Primary School or Mount Pleasant Primary School which are linked within the learning family federation of schools for Accrington Academy. The applicant would need to have been at Peel Park Primary or Mount Pleasant for the start of Year 6 in the year they made their application.

6. A ‘parent’ is any person who has parental responsibility for, or care of the child.

7. The distance measure is a straight-line measurement (radial) between the applicant's home address points and the address point of the school (co-ordinates provided by Ordnance Survey data). A child's permanent address is where he or she normally lives and sleeps and goes to school from.

8. A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required prior to offer of an Academy place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to Academy only, will be made by the Governors based on the address of the child's General Practitioner (family doctor). The Academy will consider pertinent evidence from both parents to determine the property in which the child mainly resides.

Waiting Lists

8. Where there are more applications than the number of places available, a waiting list will operate until 31st December. The list will be kept in strict order according to the oversubscription admissions criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The waiting list will be open to any parent/carer to ask for their child's name to be placed on the waiting lists, following an unsuccessful application to the Academy and to parents/carers who have not previously applied for a place during the academic year but have been refused.

Co-ordination between Admission Authorities

9. In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated by the Local Authority between all those who decide upon admissions to schools (admission authorities) in Lancashire.

10. Schools in Hyndburn together with Lancashire County Council operate an In-year Fair Access Protocol in accordance with the Code on Academy Admissions. This is reviewed by The Admissions Forum on a regular basis. A single application form in accordance with the co-ordinated scheme will be used for all applications for in-year admission.

Final Tie-Break Allocation Process

11. If there are insufficient places to accommodate all applicants and after using all tie break criteria applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the Multi Academy Chain (United Learning) IT system in use at this time and ratified by the governing body.

Academy Admission Appeals

12. Parents/carers have a right of appeal to an Independent Admission Appeals Panel if they are dissatisfied with an admission decision of the Academy. The arrangement for the appeal will be in line with the School Admission Appeal Code as published by the Department for Education. The determination of the appeal panel will be binding on all parties.

Accrington Academy will not consider repeat appeals by the same applicant for the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Governors of the Academy.

Withdrawal of an offer of a place

Accrington Academy may withdraw an offer of an Academy place where:

- a) A parent fails to respond to an offer within a reasonable timescale
- b) The place was offered based on a fraudulent or misleading application
- c) A place was offered by the Local Authority, not the Admission Authority, in error.

In Year Admissions

In-year admission is the process of applying for a school place during the school year. Any applications for the intake made after the start of the autumn term 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 the school website.

Where a place cannot be secured, parents will be offered a legal right of appeal to an independent appeal panel.

Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's [appeal form](#) on Lancashire County Council's website.

If you require a hard copy of this form, these can be requested by 01254 304300 ext. 308

Monitoring and Review

This policy has been made in accordance with the most recent legislation (The Equality Act 2010). This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body.