



## Admissions policy for the 2021/22 academic year

February 2020

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<b>Associated documents:</b>	
<ul style="list-style-type: none"><li>• School Admissions Code 2014</li><li>• School Admission Appeals Code 2012</li><li>• Equality Act 2010</li><li>• Human Rights Act 1998</li><li>• School Standards Framework Act 1998</li></ul>	
<b>Links to:</b>	
<ul style="list-style-type: none"><li>• Equalities policy</li></ul>	

Approved by Trust Board, 5 February 2020

## **Our Vision**

### **We have one core purpose:**

To have the biggest positive impact in the varied communities we serve through ensuring top drawer education for our learners. #TransformingLives

### **How do we ensure this across our trust?**

#### In all we do we are

1. ethical to the core, ensuring that education is always front and centre
2. futures-focused system leaders – never simply followers
3. collaborative in every endeavour
4. resolutely learner centred.

### **What does this look like across our trust?**

#### Education

##### We are

1. ruthlessly ambitious for all who learn and work with us
2. unwaveringly inclusive – determined on eradicating barriers to educational success
3. committed to excellent teaching
4. determined upon academic excellence for all in our communities
5. compassionate, ethical and caring advocates for all in our communities
6. outwardly facing and globally conscious.

#### Operations

##### We are

1. committed to the very best people development and empowerment
2. determined to shout loudly and share proudly our successes
3. the best professional and technical experts (supporting education) in the sector
4. committed to the very best understanding and management of risk.

#### Financial

##### We are

1. providing the best possible public service for the best possible value
2. determined to supplement our public income with shrewd income generation
3. building financially sustainable models of educational improvement in our communities
4. demonstrably efficient in all we do.

### **Our values**

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values.
- We will develop the very best leaders of the future, working to improve education and transform lives.
- We will adhere unwaveringly to the ‘Nolan Principles’ of Public Service, which is made clear in our commitment to Ethical Leadership.

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**Statement of intent**

Our academies are inclusive organisations and we welcome applications from pupils and learners of all backgrounds and abilities.

In keeping with our commitment to ethical leadership, we are determined to ensure that, wherever possible, parents are able to secure a place at one of our academies if they wish to have one. We are firmly committed to serving the needs of all those who live within the communities which are served by our academies.

We also want our admissions policy to be accessible and easy to follow for everyone. We welcome feedback on this policy – both how it is written and how it is implemented – at any time.

## **1 Legal framework and guiding principles**

1.1 Academy Transformation Trust is a multi-academy trust consisting of 22 academies in the East and West Midlands and in the East of England. The Directors of the Trust are the admissions authority for all our academies and they apply all aspects of the regulation and procedure detailed in this policy fairly and equally to all those who wish to attend one of our academies.

1.2 This policy has due regard to

- the School Admissions Code 2014
- the School Admission Appeals Code 2012
- the Equality Act 2010
- the Human Rights Act 1998
- the School Standards Framework Act 1998

and any regulations thereunder.

Further information on the regulations related to academy admissions can be found at <https://www.gov.uk/guidance/academy-admissions>.

1.3 All children whose statement of special educational needs or education health and care plan names the academy must be admitted (following paragraph 1.6 of the School Admissions Code, December 2014). Information on each academy's SEN local offer can be found on the academy's website.

1.4 Where fewer applications are received than the number of places available for a relevant age group (i.e. the normal age that pupils are admitted to the academy) then all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group then the oversubscription criteria detailed in paragraph 5.1 below will be used to determine which children are offered a place.

1.6 The Local Academy Committee for each academy has responsibility, on behalf of the Directors of the Trust, for monitoring the application of this policy to ensure fairness and consistency across the Trust.

1.7 For the purpose of this policy, 'working days' are considered to be days when the relevant academy is open to pupils.

## **2 How to apply for a place in one of our academies**

- 2.1 If you are applying for a place during the normal admissions round, you should use the Common Application Form (CAF) provided by the local authority for the area in which you live (known as your 'home' local authority).
- 2.2 The 'normal admissions round' is an application to start at the academy in the appropriate age group and when other children are normally admitted. Please see section 3 below for details regarding in-year admissions and section 11 for our policy in regard to other specific circumstances.
- 2.3 Not all local authorities refer to the application form as a CAF and many now provide the option to apply online. You should check the application process for your home local authority by visiting their website and ensure you submit your application *either* in writing *or* online (i.e. not *both*). For the purposes of this policy, this type of application process will be referred to as 'CAF submission'.
- 2.4 The deadline for applications during the normal admissions round (i.e. to take up a place in September 2021) is:
- *31 October 2020* for admissions into Year 7 and Year 12
  - *15 January 2021* for admissions into Reception and Year 3.
- 2.5 Applications received after the deadline will be treated as late applications and will be considered in accordance with the relevant home local authority's 'co-ordinated scheme' (details of this are also available from your home local authority's website).
- 2.6 Applications submitted later than the start of the academic year (i.e. after 1 September 2021) must be submitted as an 'in-year admission' (please see section 3 below).
- 2.7 For admission into all other year groups (i.e. other than those mentioned in paragraph 2.4 above) or after the deadline please see section 3 below.

## **3 In-year admissions**

- 3.1 In-Year admissions occur when an application for admission is made outside the 'normal admissions round'.
- 3.2 ***For all our academies except the Queen Elizabeth Academy (Atherstone)***, you should apply on your home local authority's application form or using the local authority's online system (if available). The address to which you should return completed hard copy forms can be found in Appendix 1.
- 3.3 ***In the case of the Queen Elizabeth Academy (Atherstone) only***, applications for in-year admissions should be made direct to the academy and details of the in-year process are available by contacting the academy directly – the address can be found in Appendix 1.

## **4 How many pupils will be admitted?**

- 4.1 Each academy has set the number of pupils that will be admitted during the 'normal admissions round', this number is the Published Admissions Number (PAN).
- 4.2 If the number of applications received for an academy exceeds the PAN then the oversubscription criteria will be used to determine which pupils are allocated a place.
- 4.3 The PANs for our academies are listed in Appendix 2.

## 5 Oversubscription criteria

- 5.1 If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority:
- 5.1.1 Looked after children and all previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after) in accordance with section 22 of the Children's Act 1989
  - 5.1.2 Siblings of current pupils, which, for the purposes of this policy, are defined as *children living permanently at the same address as a child attending the academy at the time of their admission (including children in the sixth form)*
  - 5.1.3 ***In the case of the Queen Elizabeth Academy (Atherstone)***  
Other children by catchment area (as defined by Warwickshire County Council) and then by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address *employing the measuring system used by the local authority*. Distances are measured 'as the crow flies' (i.e. a straight-line distance) from the child's property address point to the academy's property address point on the site where the child will predominantly be based.
  - 5.1.4 ***In the case of all other academies***  
Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address *employing the measuring system used by the local authority in which the academy is situated*. Distances are measured 'as the crow flies' (i.e. a straight-line distance) from the child's property address point to the academy's property address point on the site where the child will predominantly be based.
- 5.2 There are two situations which override the use of the oversubscription criteria detailed in paragraph 5.1 above:
- 5.2.1 Children who have a statement of Special Educational Needs or an Education, Health and Care Plan which names a specific school must by law be offered a place at that school (please see paragraph 11.5).
  - 5.2.2 In the case of applications to sixth form provision, academic entry requirements may also be taken into account (please see paragraph 11.4).

## **6 Application of the oversubscription criteria**

- 6.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy's records.
- 6.2 The address given on the application form will be used to assess the straight-line distance between the child's property address point and the academy's property address point for the site where they will predominantly be based '*employing the measuring system used by the local authority in which the academy is situated*'.
- 6.3 Where a child lives with parents that have shared responsibility for the child, the 'address' of the child shall be considered to be the home at which the child resides for the majority of the school week.
- 6.4 The unit postal address or quartering area address will be used as the 'address' when considering applications from children of UK service personnel against the oversubscription criteria, provided that the application is accompanied by an Assignment Order that declares a relocation date and the address.
- 6.5 We will accept changes to the address up to the point of allocation (CAF submission) deadline.
- 6.6 If, following the application of oversubscription criteria, two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.
- 6.7 The exception to paragraph 6.6 above will be in the case where the applicants that cannot be separated live at the same address. In this case, the academy will admit them all.

## **7 When do I find out if my child has been offered a place?**

- 7.1 If you have applied using the CAF and your application was submitted by the deadline you will receive notification from your local authority advising you of the school your child has been allocated. Notifications will be issued on:
- 1 March 2021 for Year 7 and Year 12
  - 16 April 2021 for Reception and Year 3.
- 7.2 For late applications made using the CAF you will receive a notification from the local authority advising you of the school your child has been allocated on a date in line with the local authority's policy on late applications.
- 7.3 Representatives of the academy or the Trust are unable to comment on any application prior to the above dates.
- 7.4 Once a place has been allocated at the academy, the academy's Principal will make contact with you to provide further details of the induction process.

## **8 What happens if I have not been allocated a place?**

- 8.1 If your child has not been allocated a place at one of our academies then their name will be added to our waiting list. If a place at the academy becomes available children will be admitted from the waiting list (please see section 9 below).
- 8.2 You also have the right to appeal the decision (please see section 10 below).



## **9 Waiting lists**

- 9.1 The academy will maintain a waiting list for each year group. Children are only added to the waiting list following an unsuccessful formal application to join the academy.
- 9.2 The waiting list for the normal admissions year group (relevant age group) will be cleared by the end of the first week of the spring term each year (***or in the case of our academies in Suffolk by 31 December***). The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list after these dates, you will need to reapply for a place at the academy.
- 9.3 Children are ranked on the waiting list in order of the oversubscription criteria detailed in paragraph 5.1 above.
- 9.4 Children allocated a place at the academy in accordance with the Fair Access Protocol (please see paragraph 9.5 below) will take priority over children on the waiting list.
- 9.5 The Fair Access Protocol is an agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are allocated places across all the academies within a local area. We are committed to participating in the Fair Access Protocol.

## **10 Appeals against admissions decisions**

- 10.1 If you wish to appeal against a decision not to admit your child(ren) to one of our academies, you should complete the form in Appendix 3 and submit it to us. The address to which forms should be submitted is included on the form.
- 10.2 For applications made on the CAF during the normal admissions round the deadline for submitting an appeal is:
- *16 April 2021* for applications to join Year 7 or Year 12
  - *20 May 2021* for applications to join Reception or Year 3.
- 10.3 For all other applications the deadline for submitting an appeal is twenty working days from the date of your notification letter.
- 10.4 Once you have submitted your appeals form we will acknowledge receipt of the form within five working days. We will then organise for an appeals hearing to be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code 2012.
- 10.5 The appeals hearing will take place prior to the end of the academic year for applications submitted during the 'normal admissions round'. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.
- 10.6 You will receive at least ten working days' notice of the appeals hearing date and additional information will be provided at this time.
- 10.7 If you miss the deadline for lodging an appeal, we will try, where possible, to hear your appeal within the same timeframe as if it had been on time. However, if this is not possible it will be heard at a later date.
- 10.8 There is no right of appeal for admissions to our nursery provision.

## **11 Specific situations and exceptions to the general principles in this policy**

### ***Applications for Reception***

We will make arrangements for all children allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy be deferred until later in the academic year or that your child attend the academy part time until they reach compulsory school age. Your child must be in attendance at the academy in the final term of the academic year for which the original application was accepted.

### **11.2 *Applications for Year 3***

If your child is due to finish infant school and you would like them to attend a school where Year 3 is not the lowest year group in the academy, then you should list the Primary Academy on your CAF and the application will be assessed as if you had made an in-year application (please see section 3 for more details).

### **11.3 *Applications for Year 12***

Applications for Year 12 can be made using the CAF, although you may also apply directly to the academy by contacting the relevant Head of Sixth Form, who will provide details on how to apply.

11.4 Entry to our sixth forms is dependent on meeting the academic requirements for your chosen courses, details of which can be obtained from the relevant academy. In a case where there are more applicants than places, the oversubscription criteria detailed in paragraph 5.1 above will only be applied to those applicants who meet the academic requirements.

### **11.5 *Statements of Special Educational Needs and Education Health and Care Plans***

All children whose statement of special educational needs or education health and care plan names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.

### **11.6 *Applications for admission outside a child's normal age group***

It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the academy in writing for a place outside their normal age group. This will need to include, where relevant, any supporting evidence. We will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, in line with the School Admissions Code. This will take into account the views of the Principal. We will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the academy will be given.

## Appendix 1 – In-year admissions form - postal addresses

	In-year admissions form return address
<b>Primary admission</b>	
Iceni Academy, Hockwold	Admissions, 8 <sup>th</sup> Floor, County Hall, Martineau Lane, NORWICH NR1 2DH
Jubilee Academy	School Admissions, Walsall MBC, 2 <sup>nd</sup> Floor, Civic Centre, Darwall Street, WALSALL WS1 1TP
Kingsmoor Academy	School Admissions, Essex County Council, PO Box 4261, CHELMSFORD CM1 1GS
Beck Row Primary Academy	Beck Row Primary Academy, The Street, Beck Row, BURY ST EDMUNDS IP28 8AE
Ravens Academy	School Admissions, Essex County Council, P.O. Box 4261, CHELMSFORD CM1 1GS
Star Academy, Sandyford	Star Academy Sandyford, Burnaby Road, Tunstall, STOKE-ON-TRENT ST6 5PT
Sun Academy	Sun Academy, Caulden Avenue, Bradwell, NEWCASTLE-UNDER-LYME ST5 8JN
Great Heath Academy	Great Heath Academy, Girton Close, MILDENHALL IP28 7PT
North Walsall Primary Academy	School Admissions, Walsall MBC, 2 <sup>nd</sup> Floor, Civic Centre, Darwall Street, WALSALL WS1 1TP
Caldmore Primary Academy	School Admissions, Walsall MBC, 2 <sup>nd</sup> Floor, Civic Centre, Darwall Street, WALSALL WS1 1TP
Phoenix Academy (Special)	Phoenix Primary Academy, Odell Road, Leamore, WALSALL WS3 2ED
<b>Secondary admissions</b>	
Bristnall Hall Academy	School Admissions Sandwell Council , Sandwell Council House PO Box 16320, Freeth St, OLDBURY B69 9EX
Hathaway Academy	Thurrock Council, Children’s Services, School Admissions, PO Box 118, GRAYS RM17 6GF
Iceni Academy, Methwold	Admissions, 8 <sup>th</sup> Floor, County Hall, Martineau Lane, NORWICH NR1 2DH
Mark Hall Academy	Mark Hall Academy, First Avenue, HARLOW CM17 9LR
Mildenhall College Academy	Mildenhall College Academy, Bury Road, MILDENHALL IP28 7HT
Sutton Community Academy	Sutton Community Academy, High Pavement, SUTTON-IN-ASHFIELD NG17 1EE
The Dukeries Academy	The Dukeries Academy, Whinney Lane, New Ollerton, NEWARK NG22 9TD
The Nicholas Hamond Academy	Admissions, 8 <sup>th</sup> Floor, County Hall, Martineau Lane, NORWICH NR1 2DH
Westbourne Academy	Westbourne Academy, Marlow Road, IPSWICH IP1 5JN

Pool Hayes Academy	School Admissions, Walsall MBC, 2 <sup>nd</sup> Floor, Civic Centre, Darwall Street, WALSALL WS1 1TP
The Queen Elizabeth Academy	School Admissions, Saltisford Office Park, Ansell Way, WARWICK CV34 4UL

## Appendix 2 – Academy PANs

	Admission Number
<b>Admission into Reception</b>	
Iceni Academy, Hockwold	20
Jubilee Academy	30
Kingsmoor Academy	60
Beck Row Academy	60
Ravens Academy	60
Star Academy, Sandyford	30
Sun Academy	30
Great Heath Academy	90
North Walsall Academy	30
Caldmore Primary Academy	52
	<b>Admission Number</b>
<b>Admission into Year 7</b>	
Bristnall Hall Academy	190
Hathaway Academy	180
Iceni Academy, Methwold	160
Mark Hall Academy	210
Mildenhall College Academy	210
Pool Hayes Academy	200
Sutton Community Academy	170
The Dukeries Academy	180
The Nicholas Hamond Academy	190
Westbourne Academy	224
Queen Elizabeth Academy	120

The number of places available in Year 12 for our academies is listed below. However, where an applicant meets the minimum entry requirements, we will exceed PAN if we are able to.

	<b>Capacity</b>
<b>Admission into Year 12</b>	
Bristnall Hall Academy	50
Iceni Academy, Methwold	100
Mildenhall College Academy	220
Pool Hayes Academy	100
Sutton Community Academy	90 ( <i>includes 10 external</i> )
The Dukeries Academy	150 ( <i>includes 50 external</i> )
The Nicholas Hamond Academy	75

### Appendix 3 – Admission Appeals Form

#### To be posted to

Admissions appeals, Academy Transformation Trust, Unit 4, Emmanuel Court, Reddicroft,  
Sutton Coldfield, B73 6AZ

or e-mailed to [appeals@academytransformation.co.uk](mailto:appeals@academytransformation.co.uk).

#### Admission Appeals

Depending on local arrangements any admissions appeals will be organised either by Academy Transformation Trust **or** by the local authority after consultation between the academy Principal and Academy Transformation Trust.

#### Name of Academy appeal relates to:

Click here to enter text.

#### Section 1: Child's Details

Forename (s): Click here to enter text.

Surname: Click here to enter text.

Address:

Click here to enter text.

Date of Birth and Year Group: Click here to enter text.

Gender: Male  Female

#### Section 2: Your Details

Title: (Mr, Mrs, Miss, Ms or other) Click here to enter text.

Surname: Click here to enter text.

Forename (s): Click here to enter text.

Relationship to Child: Click here to enter text.

Address:

Click here to enter text.

E-mail Address: Click here to enter text.

Telephone Number: Click here to enter text.

Mobile Number: Click here to enter text.

Do you need an interpreter? Yes  No

If yes which language? Click here to enter text.

Please let us know if you have a disability or special need which would affect your ability to attend the meeting:

Click here to enter text.

### Section 3: Oversubscription Criteria

1. Has your child a statement of Special Educational Needs or an Education, Health and Care Plan? Yes  No
2. If yes to the above: Is this academy listed on your child's plan? Yes  No
3. Is your child a looked after child or previously looked after child? Yes  No
4. Is another child registered at the same address in attendance at the academy?  
Yes  No 
  - a) If yes to the above: child's name: [Click here to enter text.](#)

If you have selected yes to questions 1 or 2 please provide evidence with your application.

### Section 4: Reason for the appeal

Please provide as much detail as possible and include any evidence in support of your appeal with this form.

[Click here to enter text.](#)