

Admissions Policy Guidance 2016-17

In-Year Admissions

For any child requesting an in-year admission between **1 September 2015 and 31 December 2015** the procedure in your 2015-16 Admissions Policy should be followed, including use of the oversubscription criteria.

For any child requesting an in-year admission between **1 January 2016 and 31 December 2016** the procedure in the ATT Admissions Policy 2016/17 should be followed. Important information in relation to the procedure for processing an application:

Applications

Primary/Junior Academies

- Please continue to use the LA Forms which should be submitted directly to the LA (or school if the LA does not co-ordinate in-year admissions).
- Where possible please ensure a copy of the form is available for download from the academy website.

Secondary Academies

- Applications should be made using the LA admission form or online system (unless other arrangements exist within your LA), and submitted directly to the academy.
- Where possible please ensure a copy of the form is available for download from the academy website.
- If parents have listed more than one school on the application form (if the form offers this option) and the academy is not the first preference please send a copy of the form to the LA as soon as it has been received and advise them on whether there is a place available at the academy or not. If the academy is listed as first preference please send a copy of the most appropriate letter to the parents (place offered/not offered) and send a copy of the application form along with a copy of the letter sent to the parents to the LA.

Determining whether to admit a child

- All Children with a statement or EHCP which **names** the academy must be admitted regardless of the number of pupils on roll.
- The decision to admit/not admit a child to the academy **cannot** be made by one person.
- The decision to admit/not admit a child has been delegated to the LGB.
- Suggested method to ensure the LGB fulfil this duty: LGB agree at the first meeting in September that the Principal may accept all applications up to a set number for each year group (suggest the PAN) and reject all applications which would take the pupil number in any year group above that number. The Principal would then need to report at each LGB

meeting on the number of pupils admitted / not admitted to the academy under this agreement. Where the Principal wishes to admit a pupil that would take them above the agreed number a panel of Governors (at least 3) or the LGB would need to meet to make a decision. Where the Principal wishes to not admit a pupil when the academy has not reached the agreed number then a panel of Governors (at least 3) or the LGB would need to meet to make a decision (e.g. there are 59 pupils in Year 5 and 61 pupils in Year 6 so across the two year groups there are 120 pupils even though Year 5 does not have the agreed number of 60).

- Where two or more children have applied for a place at the academy and there are fewer places available than applicants the oversubscription criteria should be applied to determine which child is offered a place. If the oversubscription criteria needs to be applied a panel of Governors or the LGB must check that they are satisfied the oversubscription criteria has been applied accurately and fairly in making the determination. Preferably the panel of Governors should meet in person to agree this decision, however if all are in agreement this may be approved via email and a copy of the email agreements included in the Governor file and the determination reported back at the next LGB meeting.
- Where the agreed number is below the PAN please ensure that a case for prejudice (i.e. why it would be detrimental to the efficient education of pupils/use of resources to admit children above the number) has been written and agreed with Browne Jacobson (this can be done via the Governance Department).

Advising Parents of the decision

Primary/Junior Academies

- Where in-year admissions are co-ordinated by the LA the LA should issue a letter on your behalf.
- If the LA does not co-ordinate in-year admissions on your behalf please see guidance for secondary academies.

Secondary Academies

- Once a decision has been made please send the parents either a letter offering a place at the academy or a letter informing them why they have not been offered a place.

Notifying the LA of the decision

- Once a decision has been made to admit/not admit a child the LA **must** be informed of the decision asap. Please ensure you are familiar with the method for reporting decisions to the LA.

Fair Access Protocol

Where the LA requests that a child is admitted under the Fair Access Protocol a decision should be made by a panel of Governors (at least 3 Governors which may include the Principal) or the LGB. All decisions should be minuted and if agreed by a panel of Governors reported at the next LGB

meeting. If Governors are declining admission please check with Browne Jacobson to ensure that the reason to not admit is legal.

Waiting Lists

From 1 January 2016 any child that applies to the academy and is not offered a place must be added to a waiting list (this is for all year groups). The waiting list should be kept by the academy (even if the LA also keeps a waiting list). The over subscription criteria should be used to determine what order children are included on the waiting list. When children join the waiting list cannot be used to determine their position on the waiting list. E.g. if there are 10 children on the waiting list and another child joins the list they could be first on the waiting list if they are a Looked After Child.

Waiting lists should be deleted on 30 June each year. Ideally if there are still children on the waiting list you would write to them to advise that the waiting list is being cleared and that they need to contact the academy if they wish to remain on the waiting list for the following year. Applications for a place at the academy received from 1 July onwards that are not offered a place should be added to the new waiting list.

For the normal admissions round (Year R, 3, 7 or 12) all pupils not offered a place at the academy will be added to the waiting list (the LA should advise you of the list). The waiting list for this year group should be cleared on 31 December. Any children still on the waiting list should be written to advising them that the waiting list is being cleared and that they need to contact the academy if they wish to remain on the waiting list. If they wish to remain on the waiting list, their name will remain on the waiting list until the following June i.e. if the waiting list is cleared on 1 January 2016 and they say they wish to remain on the list, their name will not be cleared from the list again until June 2017.

Normal Admissions Round (Reception, Year 3, 7 or 12)

Parents apply for a place as part of the normal admissions round via the Local Authority.

After the application deadline the Local Authority should send the academy a list of all pupils that have applied for a place at the academy. It is then the responsibility of the academy to rank order the pupils in accordance with the oversubscription criteria in the Admissions Policy. This rank ordering needs to be agreed by the LGB and returned to the LA.

The majority of LA's will provide you with the straight line distance measurement for each pupil and whether a child is a Looked After Child or Previously Looked After Child. To check the sibling connection the academy should check the pupil data.

All children that have not been offered a place will automatically be added to the waiting list for the academy until 31 December 2015. The waiting list is technically managed by the academy; however, many Local Authorities are happy to manage the waiting list for you in the first instance. Where this is the case we would advise using the LA.