

# Admissions Policy 2017

**Status**

Statutory

The Academy Council adopted this in June 2016

*The 2018 Admissions Policy must be determined (formally agreed) by the Academy Council by 28 February 2017*

## Purpose of the Policy:

The purpose of this policy is to make the admissions process to King's Oak Academy clear and open.

The Academy Council have agreed that the admission arrangements will remain in line with the agreed arrangements for South Gloucestershire's maintained non-denominational secondary and primary schools.

The Academy Council adheres to the statutory requirements and the principles expressed in the School Admissions Code [DfE February 2014]. The admission arrangements must be determined (formally agreed) by 28 February each year.

**Reception admissions:** the Academy Council are supported by the South Gloucestershire local authority [LA] in allocating places to the academy and informing families.

**Year 7 admissions:** The Academy Council are supported by the South Gloucestershire local authority [LA] in allocating places to the academy and informing families.

## Planned Admission Numbers:

- i. Reception: KOA will have 60 places in September 2017 and will expand by one year group each year [with the same number in each year group] until reaching capacity in September 2021.
- ii. Year 7: KOA has a PAN of 150 places, leading to a total number of 750 places across Years 7 to 11.
- iii. In September 2022 the number of places available for external allocation in Year 7 at KOA will drop to 90 [with the proviso that the Academy Council reserve the right to increase this number if there are fewer than 60 students moving up from Year 6 to Year 7, or to reduce the number if there are more than 60 students moving up from Year 6 to Year 7 in any year, so that the total number of students starting in Year 7 each year is 150].

**Infant Class Sizes:** Infant classes [those where the majority of children will reach the age of 5, 6 or 7 during the school year] must not contain more than 60 pupils. Additional children may only be admitted under the limited exceptional circumstances listed in the Admissions Code 2014.

Students already on roll at KOA at the end of Year 6 will be guaranteed continuation into secondary phase and a place in Year 7, should they wish to remain at KOA.

The Academy Council commissions the LA's independent appeals panel which hears appeals from unsuccessful applicants for a place in any year group.

## The Admission Criteria and Arrangements

### Process of application

Arrangements for applications for places at the Academy will be made in accordance with South Gloucestershire Local Authority's co-ordinated admission arrangements and will be submitted on the Common Application Form provided by the applicant's home authority and administered by South Gloucestershire Local Authority.

### Consideration of applications

The King's Oak Academy Council will consider all applications for places at King's Oak Academy. Where fewer applications for places are received than the published admission number, the Council will offer places to all those who have applied.

### Procedure where the academy is over-subscribed

Where the number of applications for admissions into Reception or Year 7 is greater than the published admission number, applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date.

1. **Children in Public Care and Previously in Public Care.**
2. **Local siblings** [those living within the Academy's Area of Prime Responsibility and who have named the Academy as a preference].
- 3a **Geographical considerations** [those living within the Academy's Area of Prime Responsibility].
- 3b **Geographical considerations** [those living outside the Academy's Area of Prime Responsibility].
- 4 **Tie Breaker:** Where it does not prove possible to resolve allocations to an over-subscribed school by the application of criteria 1-3, any remaining places will be allocated by drawing lots.

### Notes to the over-subscription criteria are set out below:

1. **Children in Public Care\*** are those looked after by a Local Authority within the meaning of Section 22 of the Children Act 1989.

**Children Previously in Public Care\*** are those who were looked after but ceased to be so because they were adopted<sup>1</sup> (or became subject to a residence order<sup>2</sup> or special guardianship order<sup>3</sup>).

\* Documentation will need to be provided to South Gloucestershire LA as proof of care status.

<sup>1</sup> Under the terms of the Adoption and Children Act 2002.

<sup>2</sup> Under the terms of the Children Act 1989.

<sup>3</sup> Section 14A of the Children Act 1989.

2. **Local siblings:** children are defined as local siblings if:
  - they are full or half brother or sister; or
  - they are adoptive brother or sister; or
  - they are children of the same household; and
  - they live within the Academy's defined Area of Responsibility; and
  - they have indicated the Academy as a preference; and
  - the older sibling is already in attendance at the Academy and will be in attendance in September 2014 (statutory school/academy age only).

**Please note: to be defined as a 'local sibling' a child must live in the Area of Prime Responsibility for the Academy.**

- 3a. **Geographical considerations (for those living within the Academy's Area of Prime Responsibility):** Priority will be given to those children who live within the Area of Prime Responsibility for the Academy.

If in any year there are more children living within the Area of Prime Responsibility than the number of places available at the Academy, priority will be given to those children who live closest to the Academy. Distances from home to the Academy are measured in a straight line between the address point of the child's home and a central point within the main Academy building using the Local Authority's computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.

- 3b. **Geographical considerations (for those living outside the Academy's Area of Prime Responsibility):** After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those children who live closest to the Academy. Distances from home to the Academy are measured in a straight line between the address point of the child's home and a central point within the main Academy building using the Local Authority's computerised mapping system. All applications will be considered at the same time and the published over-subscription criteria applied.

- 3c. **Area of Prime Responsibility.** The map on Page 4 sets out the Area of Prime Responsibility for admissions to the Academy. Further details are available from the Academy or South Gloucestershire Local Authority.

4. **Tie breaker:** Lots will be drawn by a Senior Officer of South Gloucestershire Council who is independent of the school admissions process.

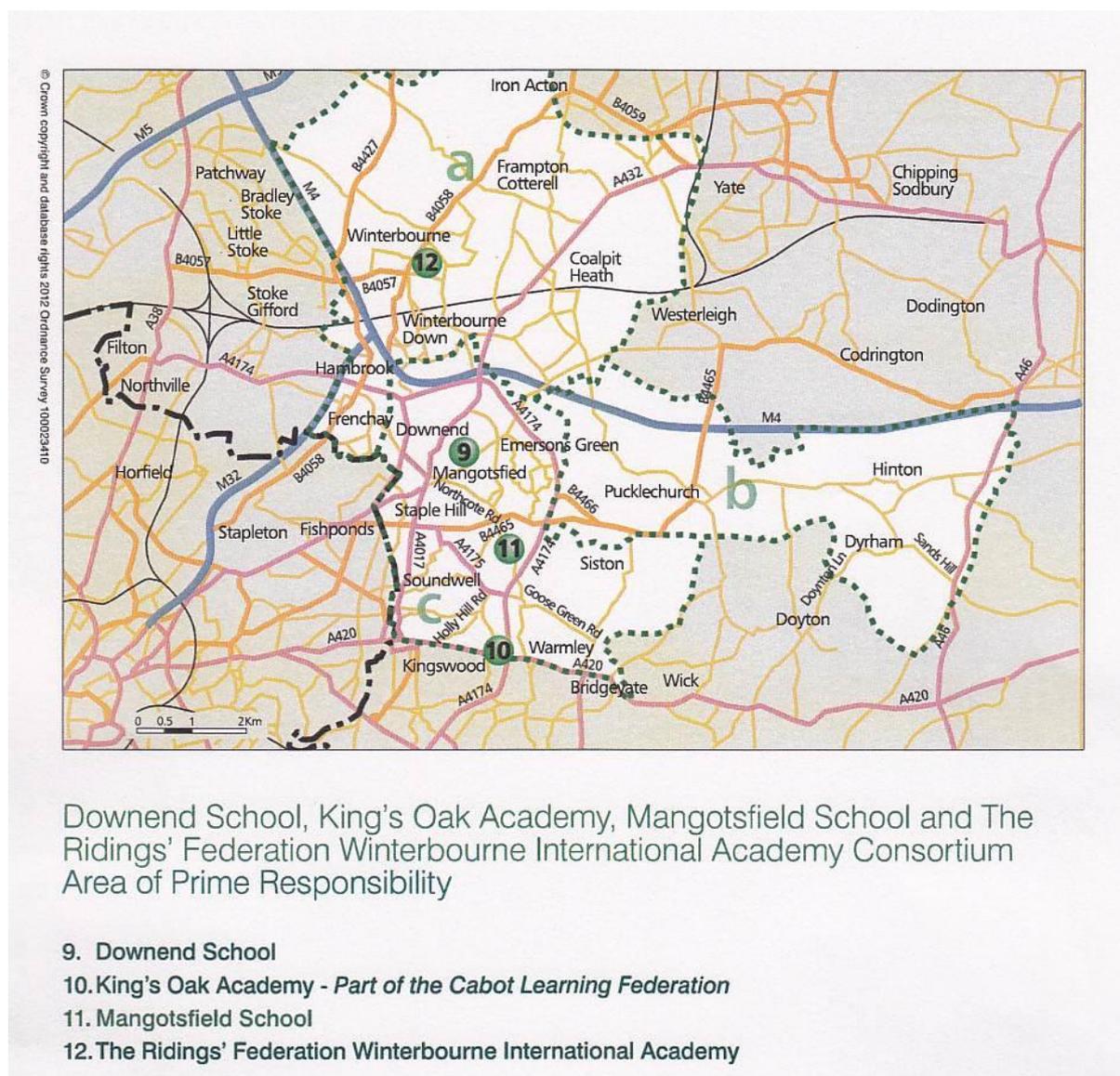
### **Children of multiple births**

Whenever possible, King's Oak Academy will endeavour to place children of multiple births in the same school within the places available. However, where the last child to qualify for a place is a twin or child of multiple birth, the place will be offered to one child and the other child/children considered under the admission criteria.

### **Home address**

The child's home address is considered to be where the child lives most of the time with his or her parent(s) or carer(s). King's Oak Academy cannot accept an address of a business, relative, friend, child-minder, a temporary address or an address of a house it is intended to move to. The only exceptions are for children of UK service personnel for whom special arrangements apply. King's Oak Academy reserves the right to seek documentary evidence to support a claim of residence.

Where a child spends time with each parent/carers at two different addresses, King's Oak Academy will ask for proof of the arrangements and will determine the appropriate address to be used in allocating a school place. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents/carers will also be considered in reaching a decision on the home address for admissions purposes.



### Deferred entry to Reception

Where an applicant to Reception is below compulsory school age the parent[s] can request:

- i. That the date their child is admitted is deferred until later in the academic year or until the term in which the child reaches compulsory school age, or
- ii. That their child takes up the place part-time until the child reaches compulsory school age.

### Waiting list

Where the Academy has been over-subscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. The list will be maintained by the academy.

Any waiting list will be maintained until the end of Term 2 (December term) and then discarded.

**Late applications**

Late applications will not be considered until offers have been made to on time applicants.

**Appeals – September intake appeals**

After the closing date for applications [31 October for Year 7 and 15 January for Reception] the Local Authority will send KOA separate lists of all their applicants. Each list will include all those stating a preference for the academy but will not state the preferences. The Local Authority will rank the lists separately and allocate up to the Planned Admission Number to each school.

Parents will be informed of the allocation of places. Included in this information will be an Appeal Form and an explanatory guidance. If parents wish to appeal they need to complete and return the Appeals Form.

An independent appeals panel will be convened by the Local Authority at which both parents and the Academy Council will present their cases. Decisions made by the panel are legally binding.

**In-Year Application Process – Reception to Year 11**

Parents, who wish to obtain a place at KOA other than at the bulk September intake to Reception and Year 7, should apply directly to the school. Parents will have a decision about the allocation of a place within two weeks.

If the year group is full or over-subscribed then the school will refuse the place but the applicant will be given the opportunity to appeal and an appeals form will be supplied. An independent appeals panel will be convened by the Local Authority at which both parents and the Academy Council will present their cases. Decisions made by the panel are legally binding. If a place is available, we will invite the student in for an induction meeting and tour after which we will offer the place unless there is a compelling reason not to.

**Relationships to other Policies:**

Parents and students are encouraged to read the academy prospectus, visit the academy website and attend the Open Evening/Open Mornings.

**Roles and Responsibilities:**

The Principal will ensure that all parents/carers of students, or potential students, are fully aware of the admissions policy and process in appropriate meetings, publications etc.