

# ADMISSIONS POLICY

## 1. Purpose

- 1.1 This document sets out the admission arrangements for Tudor Grange Samworth Academy. These arrangements are without prejudice to the provisions of annex 3 to this agreement. The document forms an annex to the Funding Agreement between Tudor Grange Samworth Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State for Education and Skills.
- 1.2 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Governing body. In particular, the Academy will take part in the Admissions Forum set up by Leicester City LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Leicester City LA.
- 1.3 Notwithstanding these arrangements, the Secretary of State may direct Tudor Grange Samworth Academy to admit a named pupil at The Tudor Grange Samworth Academy on application from the LA. Before doing so the Secretary of State will consult the Academy.

## 2. Admission Arrangements

- 2.1 The admission arrangements for Tudor Grange Samworth Academy for the next academic year, and subject to any changes approved by the Secretary of State, for subsequent years will be as described below:
  - a) The Academy will have an agreed admission number at Foundation 2 of 60 pupils and at Year 7 of 60 pupils. The Academy will accordingly admit at least 60 pupils in the relevant KS1 age group and 60 in the relevant KS3 age group if sufficient applications are received.
  - b) The Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed number, the Academy will consult in accordance with published statutory regulations.
  - c) Pupils will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
- 2.2 The Tudor Grange Samworth Academy will take part in the primary and secondary co-ordinated admissions scheme for Leicester LA, and will be made on the Common Application Form provided and administered by Leicester City LA. The Tudor Grange Samworth Academy will use the following timetable for applications each year (exact dates within the months vary from year to year), which, whenever possible will fit in with the common timetable agreed by the Leicester Admissions Forum or LA
  - a) September – The Academy will publish in its prospectus information about the arrangements for admission including oversubscription criteria, for the following September. This information will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. The

Tudor Grange Samworth Academy will also provide information to the LA for inclusion in the composite prospectus, as required.

- b) September / October – The Tudor Grange Samworth Academy will provide opportunities for parents to visit the Academy
- c) November – Common Application Form to be completed and returned to the LA to administer.
- d) Spring term – Applications will be considered in line with arrangements agreed with the LA and other admissions authorities
- e) March – Offers made in writing to parents / carers.

2.3 The Academy will consider all applications for places. Where fewer than the relevant number of applications are received for Foundation 2 (60) and Year 7 (60) the Academy will offer places to all those who have applied.

### **3. Procedure for allocating places, including dealing with over subscription**

3.1 Where there is over subscription, i.e. the number of applications for admission to the Academy is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with Statements of Special Educational Needs where The Tudor Grange Samworth Academy is named on the statement, the criteria will be applied in the following order:

#### Admissions to Foundation 2

- a) Children who are in the care or interim care of a local authority pursuant to S31 & 38 of the Children Act 1989, or children who are accommodated by a local authority, pursuant to S20 of the Children Act 1989 “Looked After Children”
- b) Children with a professionally supported medical or social need for a place at The Samworth Enterprise Academy who live in the Designated Geographical Area (DGA)
- c) Children of parents living in the DGA
- d) Children whose siblings currently attend The Tudor Grange Samworth Academy and who will continue to do so on the date of admission. This criteria does not apply to admission into KS3 & 4 (Y7 to Y11)
- e) Children on the basis of proximity to the school using straight line measurement from the main entrance of The Samworth Enterprise Academy to the main entrance of the child’s home.

Criteria e) will act as a tie break in the event of the admission number being reached through criteria a) to d)

#### Admissions to Year 7

- a) Children who are in the care or interim care of a local authority pursuant to S31 & 38 of the Children Act 1989, or children who are accommodated by a local authority, pursuant to S20 of the Children Act 1989 “Looked After Children”
- b) Children with a professionally supported medical or social need for a place at The Tudor Grange Samworth Academy who live in the Designated Geographical Area (DGA)
- c) Children of parents living in the DGA
- d) Children on the basis of proximity to the school using straight line measurement from the main entrance of The Academy to the main entrance of the child’s home.

Criteria d) will act as a tie break in the event of the admission number being reached through criteria a) to c)

#### **4. Definitions**

4.1 The following definitions apply to the oversubscription criteria

- a) Children are siblings if they are half, full or adoptive brother or sister or if they are children living in the same household
- b) 'Living' means that the child's home address is that where the child spends the majority of time and is living with the person who has parental responsibility and/or is the main carer set out in the Children Act 1989. If a child regularly lives at more than one address, the main address when allocating places will normally be taken as the address where Child Benefit is paid and / or where the child is registered with a doctor.
- c) Applicants expressing a first preference will be considered first in accordance with Leicester City's co-ordinated admissions system. Applicants expressing a second or subsequent preference will be considered in order of preference, and places allocated in the same way as for those expressing a first preference.

#### **5. Operation of Waiting Lists**

5.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admissions scheme, The Tudor Grange Samworth Academy will operate a waiting list. This will be maintained by The Tudor Grange Samworth Academy and it will be open to parents/carers to ask for their child's name to be placed on the waiting list following an unsuccessful application.

5.2 Names of unsuccessful applicants placed on the waiting list will remain there for one month.

5.3 Position on the waiting list will be determined solely in accordance with the criteria set out in paragraph 7 above. Where places at the Academy become available, they will be allocated to children on the waiting list in accordance with the same criteria. This implies that a child's name may go up or down the over-subscription list.

#### **6. Arrangements for Appeals Panels**

6.1 Parents have the right to appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Tudor Grange Samworth Academy. The Appeal Panel will be independent of The Tudor Grange Samworth Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the DfES as it applies to Foundation and Voluntary Aided Schools. The determination of the Independent Appeals Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries that parents may have about the process.

#### **7. Arrangements for admitting pupils to other year groups, including those to replace any pupils who have left The Tudor Grange Samworth Academy**

7.1 Subject to any provisions in the Local Authority co-ordinated admissions arrangements relating to applications submitted for years other than the normal years of entry, The Samworth Enterprise Academy must consider all such applications and if the year

group applied for has a place available, the oversubscription criteria for Foundation 2 shall apply to years 7 to 11. Parent's whose applications are turned down and entitled to appeal.

**8. Right of Appeal**

8.5 There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants

# ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

## 1. Consultation

1.1 In accordance with the DfES School Admissions Code of Practice the Academy shall consult each year on its proposed admissions arrangements

The Academy must consult by 1<sup>st</sup> March each year:

- a) The LA in whose area it is located and any other LAs from where pupils are likely to attend the Academy
- b) Any other admission authorities for primary, special and secondary schools located within the relevant area for consultation set by the LA
- c) Any other governing body for Primary and Secondary schools, as far as not falling within paragraph b, located within the relevant area for consultation.

## 2. Determination and publication of Admission arrangements

2.1 Following consultation, the Academy must consider comments made by those consulted. The Academy shall then determine its admission arrangements by 15<sup>th</sup> April of the relevant year and notify those consulted what has been determined.

## 3. Publication of Admission Arrangements

3.1 The Academy will publish its admission arrangements each year once these have been determined, by providing copies:

- a) To Primary, Special, Secondary Schools in South Leicester
- b) In the offices of the relevant LA area
- c) Copies being made available without charge on request from the Academy
- d) To public libraries in the relevant area for the purposes of being made available at such libraries for reference by parents and other persons.

3.2 The published arrangements will set out:

- a) The name and address of the Academy and contact details
- b) A summary of the admissions policy, including criteria dealing with over subscription
- c) Numbers of places and applications for those places in the previous year
- d) Arrangements for hearing appeals (consistent with the provisions of the statutory Code of Practice on School Admission Appeals as it applies to foundation and voluntary aided schools).

## 4. Representations about Admissions Arrangements

4.1 Where other admission authorities in the relevant area make representations to the Academy about its admission arrangements, the Academy will consider such representations. Where the Academy and other admission authorities cannot reach agreement locally, any admission authority in the relevant area may make representations to the Secretary of State. The Secretary of State will consider the representation and in doing so will consult the Academy. Where the Secretary of State judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

4.2 Other admission authorities in the relevant area have the right to ask the Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may

ask the Secretary of State to direct the Academy to increase its proposed published admissions number. The Secretary of State will consult the Academy and will then determine the published admission number.

4.3 The Secretary of state may direct changes to the Academy's proposed admission arrangements where this is necessary to provide for those arrangements to be consistent with the provisions of admission law and the Statutory Code of Practice as the relate to **maintained schools**.

**5. Proposed changes to Admission arrangements by The Samworth Enterprise Academy after arrangements have been published**

5.1 Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change in circumstances. In such cases, the Academy must consult again those consulted under paragraph 1 above and must then apply to the Secretary of State setting out:

- a) The proposed changes
- b) Reasons for wishing to make such changes
- c) Any comments or objections from those entitled to object

**6. Need to secure Secretary of State's approval for changes to admissions arrangements**

6.1 The Secretary of State will, usually, consider applications from the Academy to change its admission arrangements only when the Academy has consulted on the proposed changes as outlines in paragraph 1 above

6.2 Where the Academy has consulted on proposed changes and there have been no objections from other admission authorities, the Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admissions authorities/persons.

6.3 The Secretary of State can approve, modify or reject proposals from an Academy to change its admission arrangements.

6.4 Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for the inspection by the Secretary of State.

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