

Ormiston Ilkeston Enterprise Academy

Admissions Policy 2018 - 2019

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Policy Version Control

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Description of changes from the model policy (if any)	

Ormiston Academies Trust

Admissions Policy

Policy Version Control

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Policy prepared by (name and department)	Mrs Jo Watkinson
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I. Policy statement and principles

I.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. Ormiston Ilkeston Enterprise Academy's (OIEA) admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details OIEA's arrangements for admissions and will apply to all admissions *from* September 2018 to August 2019. This includes in-year admissions within this period.

Parents are encouraged to visit OIEA with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised on the OIEA Website. Arrangements for visits outside these dates can be made through the academy office by telephone 0115 9303724 or e-mail info@oiea.co.uk.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

I.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to Mrs Jo Watkinson (Assistant Principal) in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

OIEA admits students between the ages of 11 – 16 years. The main intake is:

- Secondary

We encourage entry at OIEA's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

OIEA uses the following definitions when applying this policy:

Distance

Derbyshire Local Authority Children's Services Department has a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within two metres. This measurement is taken from the postal address file, normally the house front door. For schools the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools, or the nearest gate or entrance for secondary schools.

Normal Area

OIEA has a normal area which is defined geographically and children having settled residence in a property in that area are deemed to live in the normal area (Appendix A).

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

In line with The Schools Admissions Code 2014 ("the Code") (OIEA will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for non European

Economic Area nationals. OIEA will not refuse a school place simply because of doubts about the child's immigration status.

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to OIEA if a place becomes available.

OIEA will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with OIEA's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

OIEA will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

OIEA will not withdraw the place if the student has started at OIEA unless the place was obtained fraudulently. If this is the case then OIEA will decide whether to withdraw the place based on the circumstances including the length of time the child has been at OIEA.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If OIEA changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by OIEA must be approved by OAT.

OIEA will consult on admissions arrangements when changes to OIEA's arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to OIEA's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mrs Jo Watkinson, jwatkinson@oiea.co.uk. Contact with OIEA must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by OIEA's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to OIEA using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider OIEA's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Mrs Jo Watkinson (Assistant Principal) jwatkinson@oiea.co.uk / 0115 9303724.

Number of spaces (PAN)

OIEA has an agreed admission number of 196 per year.

Application process

Applications for the 2018 academic year begins on the 11th September 2017.

To apply you need to complete Derbyshire County Council's application form and submit this directly to Derbyshire County Council Admissions by the deadline, 31st October 2017. The application forms are available at www.derbyshire.gov.uk/admissions or by ringing 01629 533190.

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the Local Authority. OIEA will not contact parents about the outcome of their application until the offer from the Local Authority has been received. All offers will be made on the secondary national offer day (1st March 2018 or the next working day).

Selection criteria

If the number of applications is less than the number of spaces then all children will be offered places.

Oversubscription criteria

If OIEA receives more applications than there are available places then children with OIEA named on an education, health care plan (EHC) or equivalent will be automatically admitted to OIEA. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
2. Children living in the normal area (as defined in 2.1 above) served by OIEA at the time of application and admission (including those living in another local authority area) who have brothers or sisters attending the academy at the time of application and admission.
3. Children not living in the normal area (as defined above in 2.1) served OIEA at the time of application who have siblings attending the academy at the time of the application and admission.
4. Children living in the normal area (as defined above in 2.1) served by OIEA at the time of application and admission (including those living in another local authority area).
5. Other children whose parents have requested a place.

Where choices have to be made between children satisfying the same criteria, those living nearest OIEA (measured using Derbyshire Local Authority's GIS as defined above) will be given preference.

In the event of a Tie Break the case will be referred to the Local Authority for independent allocation.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from Derbyshire County Council at www.derbyshire.gov.uk/admissions.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to OIEA under the Fair Access Protocol OIEA will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

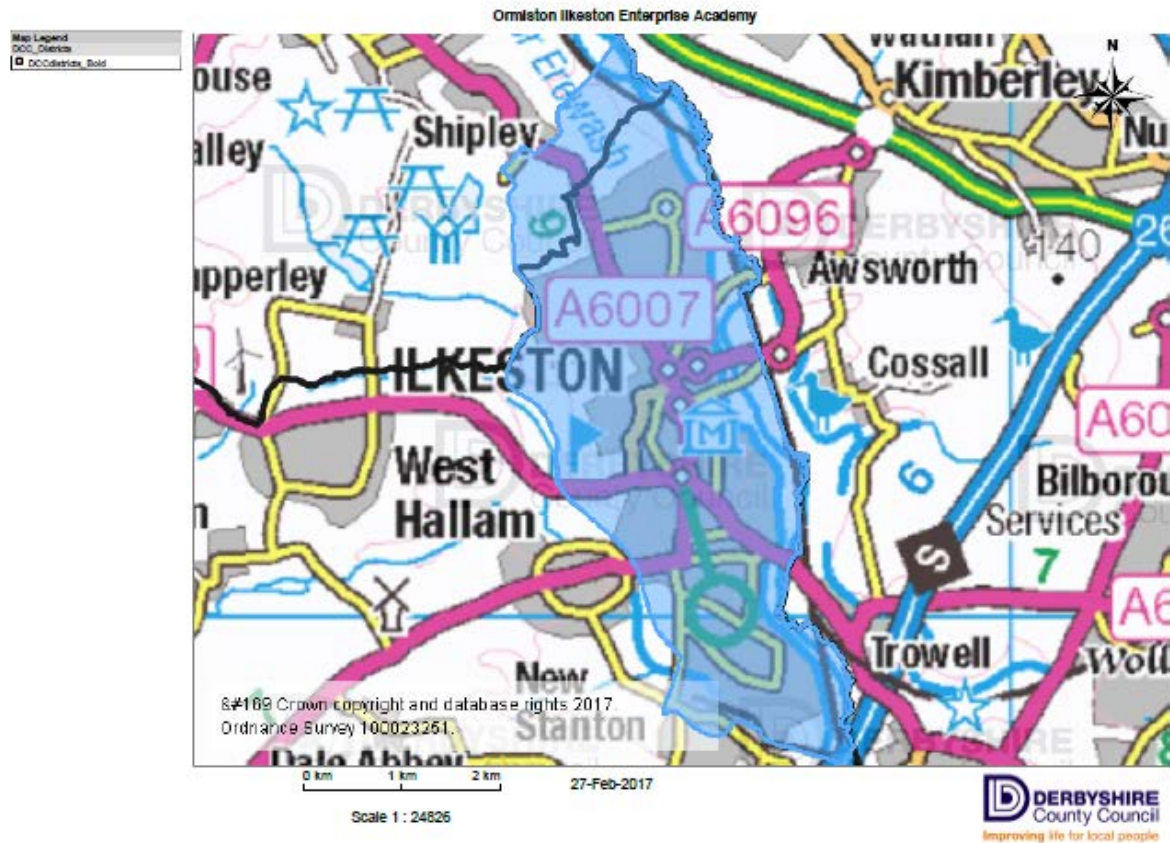
If OIEA refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). OIEA will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon OIEA.

Unsuccessful applications

OIEA will inform the child's parent if a decision has been made to refuse their child a place at OIEA for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on OIEA's waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on OIEA.

Appendix I: Normal Area Map



E mail admissions.transport@derbyshire.gov.uk for exact information on addresses and the normal area for individual residences.