



Admission Arrangements

Shirebrook Academy

2018 – 2019

LAST REVIEWED:	February 2017
REVIEWED BY:	Nick Stafford/DP
NEXT REVIEW DATE:	February 2018

Admission Arrangements for Shirebrook Academy

1. This document sets out the admission arrangements for Shirebrook Academy in accordance with Annex 2 to the Funding Agreement between Shirebrook 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. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct Shirebrook Academy to admit a named student to Shirebrook Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for Shirebrook Academy for the year 2017 and, subject to any changes approved or required by the Secretary of State, for subsequent years are
 - a) Shirebrook Academy has an agreed admission number of 170 students. Shirebrook Academy will accordingly admit at least 170 students in the relevant age group each year if sufficient applications are received.
 - b) Shirebrook 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 admission number, Shirebrook Academy will consult those listed at paragraphs 15(a) – (e) below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. Applications for places at the Academy will be made in accordance with Derbyshire Local Authority's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Derbyshire Local Authority. Shirebrook Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Derbyshire Admissions Forum or Local Authority.

- a) By September - Shirebrook Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Shirebrook Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required
- b) September/ October - Shirebrook Academy will provide opportunities for parents to visit the Academy
- c) October/ November – Common Application Form to be completed and returned to the Local Authority to administer
- d) Local Authority sends applications to Academy
- e) Academy sends list of students to be offered places to the Local Authority
- f) February – the Local Authority applies the agreed scheme for its own schools, informing other Local Authorities of offers to be made to their residents
- g) 1st March offers made to parents.

Consideration of applications

- 5. Shirebrook Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, Shirebrook Academy will offer places to all those who have applied.

Procedures where Shirebrook Academy is oversubscribed

(Note: Shirebrook Academy will match Derbyshire's current oversubscription policy. This will be reviewed in the light of any changes made to that policy by Derbyshire County Council)

- 6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with statements or Education Health Care Plans (EHC) of Special Educational Needs where Shirebrook Academy is named on the statement, the criteria will be applied in the order in which they are set out below
 - a) Children in public care and children who were looked after but ceased to be because they became subject to an adoption, residence or special guardianship order

- b) Children living in the normal area served by the school at the time of application and admission (including those living in another local authority area) who have brothers or sisters attending the school at the time of application and admission. The normal area is Shirebrook, parts of Pleasley, Houghton, Whaley and Langwith. Confirmation on a specific address can be obtained by either entering a postcode into the interactive facility on the County Council's website at www.derbyshire.gov.uk/admissions or by viewing a map of the area available in the Academy.

Living in the normal area, is defined as the child having full-time residence in a property which is the child's only or main residence. Current arrangements are that where an application includes more than one address due to shared parental responsibility, parents and carers are required to submit full details to enable the Authority to determine which address to use for the purpose of admission. This is problematic in circumstances where parents state that the child resides equally at both addresses. In such circumstances, it is proposed to use the address where the child resides for the majority of the week (e.g. wakes up between Monday and Friday). Where the Authority is unable to reach a decision based on the information received, the place of residency will be the address used (at the time of admission's application) for claiming Child Benefit and where appropriate Child Tax Credits. Supporting information will be required. Documentary evidence, including proof of actual permanent residency at the property concerned may be required. The Academy reserves the right to carry out investigations where it believes the address is not the child's only or main residence.

The Academy reserves the right to withdraw the offer of a place which has been obtained as a result of misleading or fraudulent information.

- c) Children living in the normal area served by the school at the time of application and admission (including those living in another local authority area)
- d) Children not living in the normal area of the Academy but who have brothers or sisters attending the school at the time of their admission. The term brother or sister includes:
- a half-brother and/or half sister
 - a legally adopted child being regarded as a brother or sister
 - a step-brother and/or step sister residing in the same family unit

- (e) Other children whose parents have requested a place

Where in the case of (b), (c), (d) and (e) above choices have to be made between children satisfying the same criteria, those living nearest to the school will be given preference. The 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.

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Shirebrook Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by Shirebrook Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
8. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6(a) – (d) above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting students to other year groups, including to replace any students who have left Shirebrook Academy

11. Subject to any provisions in the Local Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted relief's apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 6(a) – (d) shall apply. Parents whose application is turned down are entitled to appeal.
12. Shirebrook Academy will participate in Derbyshire Local Authority's In Year Fair Access Protocol.

Published Admission Number

13. Shirebrook Academy has a Published Admission Number of 170 from 1 September 2018.
14. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. Parents have 10 days to lodge an appeal against a decision and the appeal will be heard by the Independent Appeal Panel.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

15. Shirebrook Academy will consult by 1 March each year on its proposed admission arrangements

- a) Derbyshire Local Authority
- b) The admission forum for Derbyshire Local Authority
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the Local Authority
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph (c)) located within the relevant area for consultation
- e) Affected admission authorities in neighbouring Local Authority areas.

Publication of admission arrangements

16. Shirebrook Academy will publish its admission arrangements each year once these have been determined, by

- a) Copies being sent to primary and secondary schools in Derbyshire Local Authority
- b) Copies being sent to the offices of Derbyshire Local Authority
- c) Copies being made available without charge on request from the Academy
- d) Copies being sent to public libraries in the area of Derbyshire Local Authority for the purposes of being made available at such libraries for reference by parents and other persons.

17. 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 oversubscription criteria

- c) Numbers of places and applications for those places in the previous year
- d) Arrangements for hearing appeals.

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