



MULTI-ACADEMY TRUST

**ADMISSIONS POLICY**

Responsible for Policy	CEO/Executive Principal
Date Last Reviewed	September 2018
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## **ADMISSIONS POLICY**

### **CONTENTS**

	<b><u>Page</u></b>
1. <b>ADMISSIONS CRITERIA WITHIN ROTHERHAM LOCAL AUTHORITY (RMBC)</b> <ul style="list-style-type: none"><li>• Allocation of School Places &amp; Notification to Parents</li><li>• Admissions Criteria for Brinsworth Academy &amp; Dinnington High School</li></ul>	<b>3 - 4</b>
2. <b>ADMISSIONS CRITERIA FOR ECKINGTON SCHOOL</b>	<b>5</b>
3. <b>ANNEX</b> <b>REQUIREMENTS FOR THE ADMISSION OF PUPILS TO LEAP</b> <b>MULTI-ACADEMY TRUST</b> <ul style="list-style-type: none"><li>• Guidance</li><li>• Relevant Area</li><li>• Requirement to Admit Pupils</li></ul>	<b>6 - 7</b>

## **1. ROTHERHAM LOCAL AUTHORITY (RMBC) ADMISSIONS**

- 1.1 Outlined below is Rotherham Local Authority's policy on admissions. Any questions can be answered at by RMBC's Educational Department (tel: 01709 823777).
- 1.2 Parents/carers will receive a letter from RMBC about transfer to secondary education, including an opportunity to request the preferred school. On line application is available from the RMBC website as well as downloadable supporting documents.

## **2. ALLOCATION OF SCHOOL PLACES AND NOTIFICATION TO PARENTS**

- 2.1 In March prior to the September start parents/carers will receive a letter offering a place at the catchment area school or other school if you have indicated a parental preference and there is a place available. The school named in the letter will contact parents/carers and explain arrangements for enrolment. If parents/carers are not satisfied with the place offered, the letter sets out the appeal process.

## **3. ADMISSIONS CRITERIA FOR BRINSWORTH ACADEMY AND DINNINGTON HIGH SCHOOL**

- 3.1 Planned admission numbers for schools are published annually. Currently the planned admission number for Brinsworth Academy is 270 and for Dinnington High School is 252.
- 3.2 Places will be allocated up to the admission number in the following order of priority:-
  - i) Relevant Looked after Children and previously Looked after Children.
  - ii) Children who, on 30 November of Year 6, have a specific medical reason, confirmed by a medical practitioner, which the Academy is satisfied makes attendance essential. Full supporting information should be provided on the on-line application or the Common Application Form.
  - iii) Children who, on 30 November of Year 6, have a compelling social reason which the Academy is satisfied makes attendance essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend the School. Full supporting information should be provided on the on-line application or the Common Application Form. Please note: Very few cases are agreed annually on medical or social grounds.
  - iv) Children who, on 30 November of Year 6, live in the catchment area of the Academy and it is expected will have an older brother or sister on roll in Years 8-11 at the start of the academic year in which they start the Academy [see notes (a) and (b) below].
  - v) Children who, on 30 November of Year 6, live in the catchment area of the Academy [see notes (a) and (b) below].
  - vi) Children who, on 30 November of Year 6, it is expected will have an older brother or sister on the roll of the Academy in Years 8-11 at the start of the academic year in which they start the Academy [see note (c) below].
  - vii) Children who, on 30 November of Year 6, are on the roll of one of the associated primary/ junior/junior and infant schools:-

For Brinsworth Academy – Brinsworth Howarth, Brinsworth Manor, Brinsworth Whitehill, Catcliffe, Whiston, Whiston Worrygoose).

For Dinnington High School - Anston Brook, Anston Greenlands, Anston Park, Dinnington Community Primary School, Laughton Junior & Infant, Laughton All Saints CE, Woodsetts).

- viii) Children who, on 30 November of Year 6, live nearest to Academy measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

**NOTES:**

- a) Live/living. This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency e.g. Council Tax bill, Residence Order, etc.

The child's ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child's ordinary place of residence will be deemed to be with the person who received Child Benefit on the 30 November 2017.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

Places will be allocated based on your residential address on 30 November of Year 6. Therefore you must notify RMBC's Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned.

- b) For a child to be considered a sibling, one of the following conditions must exist (you may be asked to provide proof e.g. Birth Certificate and proof of residence):-
- Brother/sister to be permanently resident at the same address
  - Stepbrother/stepsister to be permanently resident at the same address
  - Half-brother/half-sister to be permanently resident at the same address
  - Brother/sister who do not live at the same residence but, who share the same parents
  - Child of the parent/carer's partner to be permanently resident at the same address
  - Adopted brother/sister permanently resident at the same address
- c) Children with an older brother or sister on the roll of the Academy will be considered as having a sibling if the older child is in Y11 or Y12 on the 30 November of Year 6.

Parents/carers of children resident in Rotherham who are entering their last year of primary education should receive a letter from their child's primary school setting out RMBC's arrangements for the admission of children into secondary school.

#### **4. ADMISSIONS CRITERIA FOR ECKINGTON SCHOOL**

- 4.1 Following a legal ruling some years ago different arrangements operate in the Eckington area.
- 4.2 The planned admission number for the school is published annually. Currently the planned admission number for Eckington School is 270.
- 4.3 Places will be allocated up to the admission number in the following order of priority:-
- i) Individual pupils who have a Statement of Special Educational Needs or/and Education, Health and Care Plan which names the school will be admitted.
  - ii) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
  - iii) Children attending the school's main contributory primary schools that is Eckington Junior, Camm's Endowed Primary, Renishaw Primary, Ridgeway Primary, Marsh Lane Primary, Killamarsh Junior, Killamarsh St Giles CE Primary and Immaculate Conception Catholic Primary (those pupils not proceeding to St Mary's Catholic High School in Chesterfield) and who have older brothers or sisters (see Note\*\*) already attending Eckington School at the time of application and admission.
  - iv) Children attending the school's main contributory schools (as listed) at the time of application.
  - v) Children who have brothers or sisters (see Note\*\*) already attending Eckington School at the time of application and admission.
  - vi) Other children whose parents have requested a place.

If choices have to be made between children in categories (iii), (ii), (v) and (vi), children who live nearest to the Academy - measured by the standard straight line - will be given preference.

Any questions can be answered by Derbyshire County Council (DCC) Education Department (tel: 01629 537479). On line application is available from the DCC website as well as downloadable supporting documents.

#### **NOTE\*\***

The term brother or sister includes:-

- (a) A half-brother and/or a half-sister
- (b) A legally adopted child being regarded as a brother or sister
- (c) A step-brother and/or step-sister residing in the same family unit

## **ANNEX**

### **REQUIREMENTS FOR THE ADMISSION OF PUPILS TO LEAP MULTI-ACADEMY TRUST**

#### **1. GENERAL**

- 1.1 This annex may be amended in writing at any time by agreement between the Secretary of State and LEAP Multi-Academy Trust.
  - 1.2 The Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to "admission authorities" shall be deemed to be references to the Board of Trustees of LEAP Multi-Academy Trust.
  - 1.3 Notwithstanding the generality of paragraph 1.2 of this Annex, the Trust will take part in any mandatory Admissions Forum set up by the local authority ("LA") in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
  - 1.4 Notwithstanding any provision in this Annex, the Secretary of State may:-
    - a) direct the Trust to admit a named pupil to one of its Academies on application from a Local Authority. This will include complying with a School Attendance Order. Before doing so the Secretary of State will consult with the Trust.
    - b) direct the Trust to admit a named pupil to one of its Academies if the Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
    - c) direct the Trust to amend its admission arrangements where they fail to comply with the School Admissions Code or the Admission Appeals Code.
  - 1.5 Local Authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy within LEAP Multi-Academy Trust but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school. 'Relevant children' means:-
    - a) in the case of appeals for entry to a sixth form, the child, and;
    - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.
  - 1.6 LEAP Multi-Academy Trust shall ensure that parents/carers and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of the Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
- #### **2. RELEVANT AREA**
- 2.1 Subject to paragraph 2.2, the meaning of "Relevant Area" for the purposes of consultation requirements in relation to admission arrangements is that determined by the Local Authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

2.2 If LEAP Multi-Academy Trust does not consider the relevant area determined by the Local Authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for LEAP Multi-Academy Trust, setting out the reasons for this view. The Secretary of State will consult with the Trust and the relevant Local Authority in reaching a decision.

3. REQUIREMENT TO ADMIT PUPILS

3.1 Pupils on roll in any predecessor maintained or independent school will transfer automatically to LEAP Multi-Academy Trust on opening. All children already offered a place at any predecessor school will be admitted.

3.2 LEAP Multi-Academy Trust will:-

- a) subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Trust's relevant Academy
- b) adopt admission over-subscription criteria that give highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.

4. OVER-SUBSCRIPTION CRITERIA, ADMISSION NUMBER, CONSULTATION, DETERMINATION & OBJECTIONS

4.1 LEAP Multi-Academy Trust's admission arrangements will include over-subscription criteria, and an admission number for each relevant age group. The Trust will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code.

4.2 The Education Skills Funding Agency (ESFA) may consider objections on the Secretary of State's behalf. LEAP Multi-Academy Trust should therefore make it clear, when determining the Trust's admission arrangements, that objections should be submitted to the YPLA.

4.3 A determination of an objection by the ESFA on behalf of the Secretary of State, or by the Secretary of State will be binding upon LEAP Multi-Academy Trust.