

## **Outwood Academy Newbold Admissions Policy 2020/21**

### **Years 7-11**

The Admissions Authority for Outwood Academies is Outwood Grange Academies Trust who have determined that all admissions for Y7-Y11 will be co-ordinated through the local authority co-ordinated admission arrangements. Following due consultation in accordance with the national Schools Admission Code (February 2012, amended Dec 2014) Outwood Grange Academies Trust has agreed the following Admissions Policy for the academic year 2020-21.

It should be noted that this policy relates only to the academic year 2020-21. There is no guarantee that the policy will not change for future years.

Parents of children in Year 6 can apply for a place in the Academy online via the local authority's website or on the authority's Common Application Form (CAF) which must be completed and returned by 31 October 2019. Only under exceptional circumstances will late applications be accepted for consideration at the same time as on-time applications. Any other late applications will only be considered after those which were submitted on time.

Parents living within the boundaries of different education authorities may still choose Outwood Academy Newbold as a preferred secondary school but must complete the CAF provided by their local authority which will then pass on the information to the local authority in Derbyshire.

There will be 180 places available for Year 7 in September 2020.

### **Oversubscription criteria**

Individual pupils who have a statement of Special Educational Needs or Education Health Care plan which names the school will be admitted.

In deciding on admissions to the academy, the following order of priority will be adopted.

### **Standard oversubscription criteria**

1. Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission
3. Children living in the normal area served by the school at the time of application and admission
4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission

5. Other children whose parents have requested a place

### **Tie Breaker**

When in the case of 2, 3, 4, 5 or 6 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the academy), the allocation of a place will be by lot.

### **Definitions**

#### **Note 1**

'Living in the normal area', is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence including proof of actual permanent residency at the property concerned may be required, for example, council tax / utility bills, sale / rental agreements.

We reserve the right to withdraw any offer of a school place which has been obtained as a result of misleading or fraudulent information.

#### **Note 2**

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

### **Residence - in all categories**

The home address used for school admission purposes is the address where the child is residing at the time of both application and admission. Where an application includes more than one address due to shared parental responsibility, we will use the address where the child resides for the majority of the school week (where they usually or mainly sleep between Monday and Friday).

Parents and carers are required to submit full details with supporting information to enable us to determine which address to use for the purpose of admission.

Where parents provide evidence that the child resides equally at both addresses during the school week, and we are unable to reach a decision based on the information received, parents will be asked to notify us of the mutually agreed address to be used for the purposes of school admissions. Please note the same address will be used in the assessment of eligibility for home to school transport assistance.

Where we have reasonable grounds for believing the home address is not the child's only or main residence we reserve the right to carry out investigations which may include visits to the property.

### **What to do if both parents cannot agree on the school(s) to be applied for**

Parents are expected to consult with each other and agree on the school(s) for which they wish to express a preference. We are unable to investigate whether applications have been agreed, or to resolve disagreements between parents. In the absence of agreement between parents we will process the preference of the parent who has care of the child for the greater part of the school week (see definition of residence). In cases where we are unable to determine the home address (see definition of residence) and / or there is no parental agreement or Court Order, we will be unable to process the application further until the matter has been resolved. Parents are encouraged to resolve disagreements as soon as possible, as delays may affect the availability of places at preferred schools.

Once a school place has been offered, any disagreement on the child's placement will be a matter for parents to resolve.

### **Route Measurement**

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 Public will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.

### **Admission of Children Outside their Normal Age Group**

1 Parents of gifted and talented children, summer born children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

2 A determination on the exceptional circumstances will be made by the Authority based on the information provided by the parent.

3 Where the decision is to refuse admission there is no right of appeal if the child is offered a place in another year group in the school.

### **Children of UK Service Personnel**

1 For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas the admission authority must:

a) allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter declaring a relocation date and a Unit postal address or quartering area address when considering the application against oversubscription criteria.

## **Waiting Lists**

1 The Authority will establish a waiting list for all schools where the number of applications for those schools has exceeded the places available in the relevant year group.

2 Names of children will automatically be placed on the waiting list for a school where they have not been offered a place where that school is ranked above that at which a place has been offered to the parent.

3 Parents will have the right to request their child's name placed on the waiting list for a school where they have not been offered a place which is ranked lower than that at which they have received a single offer of a school place.

4 A vacancy arises in Reception Year and Year 7 only when the number of allocations to a particular school falls below the admission number (or a higher admission limit where one has been set). Any vacancy which arises in Year R or Year 7 following allocation of places will be filled from the waiting list.

5 The waiting list will be established on the offer day and be maintained up to 31 December in the admission year.

6 The waiting list is determined according to the Authority's priority of admission oversubscription criteria.

7 Following the offer day should an application be received for a school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the waiting list above those with a lower priority.

8 Parents who intend to appeal against the Authority's decision not to offer a place at a preferred school(s) should do so irrespective of having their child's name placed on the waiting list.

9 For those parents who proceed to an independent appeal, no consideration is given to a child's position on the waiting list.

## **False Information**

1 Where the Authority has made a single offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.

2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the school. Where a place or an offer has been withdrawn the application

will be re-considered and an independent appeal offered where the child is not re-admitted to the school.

3 Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading application and the child continues to attend the school, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

### **Appeal Against the Authority's Decision Not to Offer a Place**

1 Any parent whose child is not offered a school place for which they have expressed a preference has the right to an independent appeal.

2 The right of an independent appeal applies to all preferences expressed.

3 Parents who intend to make an appeal must submit a Notice of Appeal to the Authority within 20 school days of receiving the offer letter.

4 Normally appeal hearings will be held within 40 school days of the closing date for receiving the notice of appeal.