



Serlby Park Academy

Admissions Policy

Setting Standards for Success

Date of Last Review/update:	December 2016
Reviewed by:	MC
Date of next Review:	December 2017

CONTENTS

1.0	Roles and Responsibilities	3
2.0	Suggested Audience	3
3.0	Related Policies	3
4.0	Academy Mission Statement	3
5.0	Introduction	3
6.0	Admission Arrangements 2016 - 2017	3
7.0	Late Applications	5
8.0	Waiting Lists	5
9.0	In Year Applications	6
10.0	Exclusion Policy	6
11.0	Admissions Under Special Circumstances	6
12.0	Approval by the Education Advisory Board and Review Date	8

1.0 Roles and Responsibilities

The responsibility for the implementation of this policy and provision rests with the Principal. On an operational basis, the management, responsibility and evaluation of this policy will be undertaken by the **Associate Assistant Principal**.

2.0 Suggested Audience

All teaching and support staff, parent/carers and pupils. As part of their academy induction programme or professional development all teaching and support staff will become familiar with the academy's admission procedures.

3.0 Related policies

This policy is part of a suite of policies which should also be referred to:

- Student organisation and grouping Policy
- Pupil Induction Policy
- Admissions Policy
- Inclusion Policy
- Pastoral organisation
- Behaviour Policy

4.0 Academy Mission Statement

Setting standards for success

5.0 Introduction

The sponsor, Delta Academies Trust and the Principal are committed to maximising the progress and attainment of every pupil. The Academy will work closely with colleagues in other Delta Academies and with Delta Academies Core Team and other personnel to ensure this statement is fully implemented.

6.0 Admissions arrangements 2016-2017

Nursery

There are a maximum of 39 places available in our Nursery Unit. Children are accepted from the term following their 3rd birthday. Full or part-time places are offered subject to pupil numbers and availability.

Reception year admission criteria – published admission number – 60

Children born between the 1 September and the 31 August, in the year they are 5, are admitted into Reception on a full-time basis at the beginning of the Autumn Term. Parents carers can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age. Children with a statement of special educational need or education, health and care plan (EHCP) that names the school will be admitted.

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, have a brother or sister attending Serlby Park Academy.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area who have a brother or sister attending Serlby Park Academy at the time of admission.
5. Other children who live outside the catchment area.

Year 7 Admission Criteria – published admission number 120

It should be noted that children already attending the primary phase at the school, transfer automatically into Year 7 unless their parents request otherwise.

In the event of oversubscription, the following criteria, listed in orders of priority, will then be applied to determine which other applications will be granted places. Children with a statement of special educational need or education, health and care plan (EHCP) that names the school will be admitted.

1. Children looked after by a local authority and previously looked after children.
2. Children who live in the catchment area and who, at the time of admission, have a brother or sister attending the Academy.
3. Other children who live in the catchment area.
4. Children who live outside the catchment area but who are attending a linked Primary phase school on the closing date for applications preceding admission to Secondary school and who have a brother or sister at Serlby Park Academy at the time of admission.
5. Children who live outside the catchment area and who, at the time of admission, have a brother or sister attending Serlby Park Academy.

6. Children who live outside the catchment area but who are attending a linked Primary phase school on the closing date for applications preceding admission to Secondary school.
7. Other children who live outside the catchment area.

Post 16 Admission Criteria

The oversubscription criteria for admissions to Sixth Form is the same as that for year 7.

For applications into any year group and in the event of oversubscription within any criterion, preference will be given to children who live nearest to the Academy as '*the crowflies*'. Distances are measured from the entrance of the child's home to the principal entrance of the main administrative building of the Academy using the local authority's computerised distance measuring software. Parents can check their catchment area at www.nottinghamshire.gov.uk/admissions

7.0 Late Applications

Certain late applications submitted in the normal admissions round will be treated as on time by Nottinghamshire Local Authority up to the Local Authorities set late admissions deadline. Such applications will be from parents or carers that: Families who have recently moved into Nottinghamshire or can prove that at the time of completing the form that there were exceptional reasons for missing the published date. The Local Authority will treat such applications as on time where it is practical to include them in their first ranking. All other late applications for Secondary school places received by Nottinghamshire Local Authority after the specified date will be dealt with after offer day.

8.0 Waiting Lists

If your child has not been offered a place at their preferred school you will be informed of your right to appeal and your child will be added to their year group's waiting list. Applications that have been refused will automatically be placed on a waiting list. The lists are ranked in the same order as the oversubscription criteria which means that a child's position could go up or down throughout the year. Any late applications will be added to the list in accordance with the order of priority for allocating places. Inclusion on a waiting list does not guarantee that a place will eventually become available for your child, however, should a place become available Nottinghamshire County Council will notify you as soon as possible.

In the event of an application being refused as there are more applications than places available, parents have a right to appeal to an independent appeals panel. The appeal should be lodged within 20 school days.

9.0 In Year Applications

Serlby Park Academy participates in Nottinghamshire County Council's in-year coordinated scheme.

Applications for places in any year group made during the school year, will be considered by the governing body. Where there are sufficient places, an application will be agreed by the Admissions Committee. Where the number of applicants exceeds the number of available places, applicants will be ranked in accordance with criterion listed in the 'Over-subscription' section in the same order of priority and places will be awarded accordingly. If a place is agreed, parents will receive confirmation from Nottinghamshire County Council and a start date will be determined.

Any parent whose child is not offered a place in any year group at the Academy will be notified of their right for independent appeal. Appeals should be lodged within 20 school days of the decision.

10.0 Exclusion Policy

Whilst we are an independent organisation, our Admissions Policy is like most other schools in the Nottinghamshire County, and must be in line with the requirements of the School Admissions Codes published by the Department for Education and which are subject to scrutiny by the Local Admissions Forum.

Serlby Park Academy participates in Nottinghamshire County Council's Fair Access Protocol.

11.0 Admission Under Special Circumstances

Special consideration will be given to children whose medical needs, mobility support needs, special educational needs or social circumstances are supported by written evidence from a doctor, social worker or other relevant professional stating that the Academy is the only school that can cater for the child's particular needs. Supporting evidence must be presented at the time of application. The Education Advisory Board will consider each case on its merits and determine the allocation of any such place on the basis of the written evidence. Admission under '*special circumstances*' will take precedence over all but the first of the numbered criteria.

Children of nomadic Travellers will be allocated a place at their catchment area school.

Key terms

Looked after and previously looked after

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions in accordance with section 22(1) of the Children Act 1989 at the time of making an application to a school.

Previously looked after children are 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). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002.

Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Home address

The child's place of residence is taken to be the parental home, other than in the case of children fostered by a local authority, where either the parental address or that of the foster parent may be used. If a child's parents live at separate addresses, the address where the child permanently spends at least three 'school' nights (Sunday, Monday, Tuesday, Wednesday or Thursday) will be taken to be the place of residence. Addresses of other relatives or friends will not be considered as the place of residence, even if the child stays there for all or part of the week. Evidence that a child's place of residence is permanent may also be sought. The evidence should prove that a child lived at the address at the time of application. Informal arrangements between parents will not be taken into consideration.

Siblings - For school admissions the academy will consider the following as sibling:

- a brother or sister who share the same parents
- a half-brother or half-sister or legally adopted child living at the same address as the child
- a child looked after by a local authority placed in a foster family with other school age children
- stepchildren or children who are not related but live as a family unit, where parents both live at the same address as the child.

Twins and multiple births - where one child of a multiple birth can be admitted, the other child/children will also be admitted.

Children of UK Service Personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to an admission authority area, or crown servants returning to live in that area, admission authorities must allocate a place [2.18 Admissions Code 2012].

Linked schools

All Saints Harworth CE Primary, Misson Primary, The Primary School of St Mary and St Martin Blyth CE, St Patricks Catholic Primary School.

12.0 Approval by the Education Advisory Board and Review Date

This policy has been formally approved and adopted by the Education Advisory Board at a formally convened meeting

Policy approved: _____
(Chair of Education Advisory Board)

Date: _____

Date of Policy review: _____