

# ADMISSIONS POLICY

## 1. Purpose

- 1.1. This document sets out the admission arrangements for The Tudor Grange Samworth Academy. The document forms an annex to the Funding Agreement between the Tudor Grange Samworth 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 for Education.
- 1.2. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice). Reference in the codes to admission authorities shall be deemed to be references to the Local Governing Body. In particular, the Academy will take part in the Admissions Forum set up by Leicester City Local Authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Leicester City LA.
- 1.3. Notwithstanding these arrangements, the Secretary of State may direct the Tudor Grange Samworth Academy to admit a named pupil at the Tudor Grange Samworth Academy on application from the LA. Before doing so the Secretary of State will consult with the Academy.

## 2. Admission arrangements

- 2.1. The admission arrangements for the Tudor Grange Samworth Academy for the next academic year, and subject to any changes approved by the Secretary of State, for subsequent years will be as described below:
  - a) The Academy will have an agreed admission number at Foundation 2 of 60 pupils and at Year 7 of 60 pupils (the Year 7 capacity is 120 pupils, with 60 pupils moving up from Year 6). The Academy will accordingly admit at least 60 pupils in the relevant KS1 age group and at least 60 in the relevant KS3 age group if sufficient applications are received.
  - b) The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed number, the Academy will consult in accordance with published statutory regulations.
  - c) Pupils will not be admitted above the PAN unless exceptional circumstances apply, and such circumstances shall be reported to the Secretary of State.
- 2.2. The Tudor Grange Samworth Academy will take part in the primary and secondary co-ordinated admissions scheme for Leicester LA, and applications will be made on the Common Application Form provided and administered by Leicester City LA. The Tudor Grange Samworth Academy will use the following timetable for applications each year (exact dates within the months

vary from year to year), which, whenever possible will fit in with the common timetable agreed by the Leicester Admissions Forum or LA.

- a) September/October – the Academy will provide opportunities for parents to visit the school.
- b) 31 October 2018 – Common Application Form to be completed for secondary students and returned to the LA to administer.
- c) 15 January 2019 – Common Application Form to be completed for primary pupils and returned to the LA to administer.
- d) Spring term – Applications will be considered in line with arrangements agreed with the LA and other admissions authorities
- e) March – Offers made in writing to parents/carers.

2.3. The Academy will consider all applications for places. Where fewer than the relevant number of applications are received for Foundation 2 (60) and Year 7 (60) the Academy will offer places to all those who have applied.

### **3. Procedure for allocating places, including dealing with over subscription**

Where there is over subscription, i.e. the number of applications for admission to the Academy is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with EHC Plans where the Academy is named on the statement, the criteria will be applied in the following order:

Admissions to Foundation 2:

- a) Children who are in the care or interim care of a local authority pursuant to S31 & 38 of the Children Act 1989, or children who are accommodated by a local authority, pursuant to S20 of the Children Act 1989 “Looked After Children”.
- b) Children with a professionally supported medical or social need for a place at the Academy who live in the Designated Geographical Area (DGA).
- c) Children of parents living in the DGA.
- d) Children whose siblings currently attend the Academy and who will continue to do so on the date of admission. This criteria does not apply to admission into KS3 and 4 (Y7 to Y11).
- e) Children on the basis of proximity to the school using straight line measurement from the main entrance of Tudor Grange Samworth Academy to the main entrance of the child’s home.

Criteria e) will act as a tie-break in the event of the admission number being reached through criteria a) to d). In the event of a tie-break at criteria e), the Academy will use random allocation supervised by someone independent of the Academy.

#### Admissions to Year 7:

- a) Children who are in the care or interim care of a local authority pursuant to S31 & 38 of the Children Act 1989, or children who are accommodated by a local authority, pursuant to S20 of the Children Act 1989 “Looked After Children”.
- b) Children with a professionally supported medical or social need for a place at the Academy who live in the DGA.
- c) Children of parents living in the DGA.
- d) Children on the basis of proximity to the school using straight line measurement from the main entrance of The Academy to the main entrance of the child’s home.

Criteria d) will act as a tie break in the event of the admission number being reached through criteria a) to c). In the event of a tie-break at criteria d), the Academy will use random allocation supervised by someone independent of the Academy.

#### Admission of children outside their normal age group:

Parents may seek a place for their child outside their normal school age group, for example, if their child is gifted and talented, or has experienced problems such as ill health. If parents wish to do this they must contact the Academy. The decision whether a child is admitted outside their normal age group will be made on a case by case basis by the Academy’s Local Governing Body.

#### **4. Definitions**

The following definitions apply to the oversubscription criteria:

- a) Children are siblings if they are half, full or adoptive brother or sister or if they are children living in the same household.
- b) ‘Living’ means that the child’s home address is that where the child spends the majority of time and is living with the person who has parental responsibility and/or is the main carer set out in the Children Act 1989. If a child regularly lives at more than one address, the main address when allocating places will normally be taken as the address where Child Benefit is paid and/or where the child is registered with a doctor.
- c) Applicants expressing a first preference will be considered first in accordance with Leicester City’s co-ordinated admissions system. Applicants expressing a second or subsequent preference will be considered in order of preference, and places allocated in the same way as for those expressing a first preference.

#### **5. Operation of waiting lists**

- 5.1. Subject to any provisions regarding waiting lists in the LA’s coordinated admissions scheme, the Academy will operate a waiting list. This will be

maintained by the Tudor Grange Samworth Academy and it will be open to parents/carers to ask for their child's name to be placed on the waiting list following an unsuccessful application.

- 5.2. Names of unsuccessful applicants placed on the waiting list will remain there for one month.
- 5.3. Position on the waiting list will be determined solely in accordance with the criteria set out in paragraph 3 above. Where places at the Academy become available, they will be allocated to children on the waiting list in accordance with the same criteria. This implies that a child's name may go up or down the over-subscription list.

## **6. Arrangements for Appeals Panels**

Parents have the right to appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code of Practice published by the DfE. The determination of the Independent Appeals Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries that parents may have about the process.

## **7. Arrangements for admitting pupils to other year groups, including those to replace any pupils who have left the Tudor Grange Samworth Academy**

Subject to any provisions in the Local Authority co-ordinated admissions arrangements relating to applications submitted for years other than the normal years of entry, the Academy must consider all such applications and if the year group applied for has a place available, the oversubscription criteria for Foundation 2 shall apply to Years 7 to 11. Parent's whose applications are turned down are entitled to appeal.

## **8. Right of appeal**

There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.