

# Open Academy

# Admissions Policy

<b>Policy Type:</b>	<b>Academy Policy</b>
<b>Approved By:</b>	<b>Local Governing Body</b>
<b>Date Approved by LGB:</b>	<b>7 October 2021</b>
<b>Review Date:</b>	<b>October 2022</b>
<b>Person Responsible:</b>	<b>Principal</b>

## Summary of Changes

The policy has been amended as follows.

<b>Page Ref.</b>	<b>Section</b>	<b>Amendment</b>	<b>Date of Change</b>
5	3	PAN of 110 refers to every subsequent year 7 henceforth and will move up the school – reference to different older PANs removed	Nov 2020
6	9 and 10	Grade criteria and admissions procedures updated for Sixth Form	Dec 2021

## **General Policy Roles and Accountabilities**

The Diocese of Norwich Education and Academies Trust (DNEAT) is accountable for all policies across its Academies. All policies, whether relating to an individual Academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high-quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured, and talents released.

A Scheme of Delegation for each Academy sets out the responsibilities of the Local Governing Body and Principal. The Principal of each Academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

## **THE ADMISSION OF STUDENTS TO THE ACADEMY**

1. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the statutory codes of practice (the Academy Admissions Code and the Academy Admission Appeals Code of Practice) as they apply at any given time to maintained Academies and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Governing Body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Norfolk LA and have regard to its advice, and will participate in the co-ordinated admission arrangements operated by Norfolk LA.
2. Students will be admitted to the Academy in accordance with the detailed admission arrangements described in the Admissions Policy Document (attached).

### **Arrangements for Appeal Panels**

3. Parents will have the right of 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 Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the Appeal Panel is binding on all parties. The Academy should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy may, if it chooses, enter into an agreement with the local authority for it to recruit, train and appoint Appeal Panel members, and to arrange for the process to be independently administered and clerked.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

4. The Academy shall consult by 1 March each year on its proposed admission arrangements with relevant parties in line with the requirements of the School Admissions Code and relevant admissions legislation. (At the date of this Agreement, section 89 of the School Standards and Framework Act 1998 as amended, and regulations under that section.)

### **Determination and Publication of Admission Arrangements**

5. Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined within 14 days.

### **Publication of Admission Arrangements**

6. The Academy will publish its admission arrangements each year once these have been determined in accordance with the arrangements described in the Admissions Policy Document.

### **Representations about Admission Arrangements**

7. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements in accordance with the provisions in Annex 1.
8. Objections to the Academy's Admission arrangements should be submitted to the Office of the Schools Adjudicator (OSA), which will consider the objections. A determination by the OSA is binding and the

Academy will make appropriate changes to its Policy as soon as possible.

### **Proposed Changes to Admission Arrangements by the Academy after Arrangements have been published**

10. Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 4 above of the proposed variation and must then determine any changes, taking account of:
  - (i) the proposed changes
  - (ii) the reasons for wishing to make such changes
  - (iii) any comments or objections from those entitled to object.
11. Records of applications and admissions shall be kept by the Academy for a minimum period of 10 years and shall be open for inspection by the Secretary of State.

### **ADMISSIONS POLICY**

1. This document sets out the admission arrangements for the Academy in accordance with the Funding Agreement between the Academy and 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 the Academy to admit a named student to the Academy on application from a local education authority or as set out in paragraph 4 of Annex 1. Before doing so, the Secretary of State will consult the Academy.

### **ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

3. The admission arrangements for the Academy are:
  - (i) The Academy has an agreed admission number in year 7 of 110 students. The Academy will accordingly admit up to 110 students in the relevant age group each year if sufficient applications are received.
  - (ii) The 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, the Academy will consult those listed at paragraph 17 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 the Local Education Authority's coordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the authority. The Academy will be consulted in accordance with the Code of Practice and will use the following timetable for applications each year (exact dates within the months may vary from year to year) in order to follow the common timetable agreed by the Norfolk Admissions Forum or local education authority:
  - (i) **September** – The 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. The Academy will also provide information to the local authority for inclusion in the composite prospectus, as required.
  - (ii) **September/October** – The Academy will provide opportunities for parents to visit the Academy.

- (iii) **Mid-November** – Common Application Form to be completed and returned to the local education authority to administer.
- (iv) The Local Education Authority sends applications to the Academy.
- (v) The Academy sends ranked list of students to the local education authority
- (vi) **February** – the Local Education Authority applies agreed scheme for own schools, informing other local education authorities of offers to be made to their residents.
- (vii) **1 March** – offers made by Norfolk County Council to parents.

### **Consideration of Applications**

5. The Academy will consider all applications for places. Where fewer than 110 applications are received, Norfolk County Council, on behalf of the Academy, will offer places to all those who have applied.
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/ECHPs of Special Educational Needs where the Academy is named on the statement/ECHPs, the criteria will be applied in the order in which they are set out below:
  - (i) Looked after children who are due to transfer
  - (ii) Children who are due to transfer and have a sibling already at the Academy at the time of admission (not the sixth form)
  - (iii) Children who are due to transfer, living within the Norwich City boundary, north of the River Wensum
  - (iv) Children who are due to transfer, living within the Norwich City boundary, south of the River Wensum and attending a feeder school (see below) at the opening date of the admission round as specified in Norfolk's co-ordinated scheme and composite prospectus for parents.
  - (v) Children who are due to transfer, living within the Norwich City boundary, south of the River Wensum
  - (vi) Children who are due to transfer living outside the Norwich City boundary.

Area served by the school: All addresses within the Norwich City boundary.

Feeder schools: Primary schools situated within the Norwich City boundary North of the River Wensum - Angel Road Junior, Catton Grove Primary, George White Junior, Heartsease Primary, Lionwood Junior, Magdalen Gates Primary, and Norman Primary.

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the school within that rule. To determine who lives nearest, distance will be measured on a straight line "crow fly" basis, from the main school gates, using Ordnance Survey data. The address will be measured from the Post Office address point on the property.

In the unlikely event that distance does not separate the final two or more students seeking the last remaining place, a random allocation carried out by Norfolk CC, will be used to determine who is offered the final place.

### **Operation of Waiting Lists**

7. Subject to any provisions regarding waiting lists in the Local Education Authority's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the 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 the County Council on behalf of the 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 of this Annex. Where places become vacant, they will be offered to children

on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for Admission to Post-16 Provision**

9. The Academy will maintain an open Admissions Policy and will work closely with students to offer them the most appropriate courses. Students wishing to study all level 3 courses will need 5 grade 4s and above at GCSE, with certain courses requiring a 6. A grade 7 will be required to study Mathematics A level. Those wishing to study a blend of level 2 and 3 courses who have less than 5 grade 4s will be considered on a case by case basis. The Academy will offer both 2 year and 1-year courses in the 6th form and so there may be places available in year 13 for 1-year courses, depending on the number of students choosing to take a 1-year course in year 12. Those students who do not achieve a 4 in English and/or maths will be required to take the GCSE or an alternative offered at the Academy. All students will be interviewed.
10. The maximum admission number for the Sixth Form will be 120 students. The Academy will accept external students up to that figure in years 12 and 13 minus the number of the Academy's own students who wish to progress to the Sixth Form and have the appropriate qualifications. If the Sixth Form is oversubscribed, the oversubscription criteria at paragraph 6 will be used to determine which external students to admit. If all 110 of the Academy's own year 11 students wish to progress, they will be admitted to the 6<sup>th</sup> form. Any internal or external students refused progression or admission to the sixth form, have a right of appeal to an independent appeal panel.

### **Arrangements for Admitting Students to Other Year Groups, Including Replacing any Students Who Have Left the Academy**

11. Subject to any provisions in the Local Education Authority's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the young person, unless one of the permitted reliefs applies. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.
12. The Academy will participate in the Norfolk Local Authority's In Year Fair Access Protocol.
13. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.
14. There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.

### **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

#### **Consultation**

15. The Academy shall consult by 31<sup>st</sup> January each year on its proposed admission arrangements:
  - (i) Norfolk County Council
  - (ii) The Admission forum for the area
  - (iii) Any other admission authorities for maintained primary and secondary schools in the 'relevant area' for consultation, set by the LA for each own admission authority school in its area, in addition to any CTCs or academies within the relevant area
  - (iv) Neighbouring local authorities
  - (v) Other admission authorities in neighbouring LA areas.

## **Determination and Publication of Admission Arrangements**

16. Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28<sup>th</sup> February of the relevant year and notify those consulted what has been determined within 14 days.

## **Publication of Admission Arrangements**

17. The Academy will publish its admission arrangements each year, once these have been determined, by:
  - (i) Copies being sent to primary and secondary schools in Norfolk County Council
  - (ii) Copies being sent to the offices of Norfolk County Council
  - (iii) Copies being made available without charge on request from the Academy
  - (iv) Copies being sent to public libraries in the area of Norfolk County Council for the purposes of being made available at such libraries for reference by parents and other persons.
18. The published arrangements will set out:
  - (i) The name and address of the Academy and contact details;
  - (ii) A summary of the Admissions Policy, including oversubscription criteria and admissions numbers;
  - (iii) A statement of any religious affiliation;
  - (iv) Numbers of places and applications for those places in the previous year;
  - (v) Arrangements for hearing appeal.