



## **Admissions 2017-18**

# Admissions of Pupils to Excelsior Academy (3 -19) Policy 2017/2018

This policy document is intended to provide an easily understandable process for parent and carers as well as being accessible, open and fair.

Excelsior 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), including Section 149 Equalities Act, as they apply at any given time to maintained schools 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 Trust Board.

Excelsior Academy will work in accordance with the 'Monitoring Panel'.

Excelsior Academy will continue to participate in the coordinated admission arrangements operated by Newcastle-upon-Tyne Local Authority (LA).

Notwithstanding these arrangements, the Secretary of State may direct Excelsior Academy to admit a named pupil to the School on application from a LA. Before doing so the Secretary of State will consult with Excelsior Academy.

## 1. Arrangements for Admission to the Nursery Phase

The admission arrangements for the Nursery phase age range (3-4 year olds) of Excelsior Academy subject to any changes approved by the Secretary of State are:

- Excelsior Primary, Excelsior Academy has an agreed admission number of 26 children (FTE) in the Nursery. These will be made up of 26 part time places. Each child will have their entitlement of 15 hours of free Nursery education which extends to 30 hours for working parents who fit the criteria.
- The Planned Admission Number (PAN) for the Early Years phase has been chosen to be consistent with the demographic trends locally and so as not to destabilise the current admission in other local primary schools.
- Pupils in the Nursery phase **will not** automatically join Reception class of Excelsior Academy. An application **must** be made through the LA. **It must not be assumed therefore that a place in Nursery guarantees a place in Reception.**

## 2. Arrangements for Admission to the Primary Phase

The admission arrangements for the primary phase age range (4 - 11 year olds) of Excelsior Academy subject to any changes approved by the Secretary of State are:

- Excelsior Academy has an agreed admission number of 30 pupils. In subsequent years as this phase grows year on year, the admission number will be 30 pupils per Year Group. By 2018 the admission number in each Year Group will be 30. Excelsior Academy will accordingly admit at least 30 pupils in the relevant age group each year if sufficient applications are received.

- The Planned Admission Number (PAN) for the primary phase has been chosen to be consistent with the demographic trends locally and so as not to destabilise the current admission in other local primary schools.
- Pupils in the primary phase will automatically join Year 7 of Excelsior Academy and there will be no need to apply for a place for these pupils.

### 3. Arrangements for Admission to the Secondary Phase

The admission arrangements for the secondary phase age range (11-16 year olds) of Excelsior Academy subject to any changes approved by the Secretary of State are:

- The School has an agreed admission number of 240 pupils. Excelsior Academy will accordingly admit at least 240 pupils in the relevant age group each year if sufficient applications are received.

### 4. General Arrangements for Admissions to Excelsior Academy

The general admission arrangements for the primary and secondary phases of Excelsior Academy subject to any changes approved by the Secretary of State are:

- Pupils will not be admitted above the Published Admission Number (PAN) unless exceptional circumstances apply.
- Where there are more applications for admission than places available, the following oversubscription rules will be used to determine which children will be allocated places, after children with Statements of Special Educational needs, where the statement names a specific school and places will be offered to applicants ranked highest:-
  - a) Looked After Children in the care of a local authority or children that were looked after by the local authority and immediately after that became subject to an adoption, residence or special guardianship order (see definitions). Evidence of the appropriate order must be submitted before the closing date.

#### Definitions:

A **Looked After Child** is a child who is in the care of a local authority in accordance with section 22 of the Children Act 1989 at the time the application for admission to school is made and whom the local authority has confirmed will still be looked after at the date of admission.

An **Adoption Order** is an order made under section 46 of the Adoption and Children Act 2002.

A **Residence Order** is an order outlining the arrangements as to the person with whom the child will live under section 8 of the Children Act 1989.

A **Special Guardianship Order** is an order appointing one or more individuals to be a child's special guardian or guardians.

- b) Where the child attends a designated Feeder Primary School (see Appendix A).
- c) Where there will be an older brother or sister (a sibling) in attendance at the school at the date of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent or carer's partner where the children live at the same address.
- d) Children with a specific medical reason needing to go to the school. For example, where the child or one or both parents has a disability, which means that they can only go to one school. Supporting evidence from a doctor, psychologist or other professional involved with the child must be provided. The evidence must relate specifically to the school for which the application is being made and must clearly demonstrate why it is the only school that can meet the child's needs and explain the difficulties that would arise if the child has to attend an alternative school. This evidence must be submitted before the closing date. If the required evidence is not provided, the Admissions Authority will be unable to consider giving the child higher priority.
- e) The measure of the straight line distance from a single fixed central point at the school to a point in the center of the home address of the child, using the Local Land and Property Gazetteer or a suitable alternative geographical information system. This is an objective measurement, which does not take into account factors such as the safety of routes or the needs for some families to take other children to a different school or schools. Available places will be allocated to those applicants living the nearest.

## **5. Arrangements for Admission to Post 16 Provision**

- Priority will be given in the sixth form to Looked after Children or children who have been previously looked after (see definitions in (6(a) above) and who meet the entry requirements.
- The maximum number of post 16 places is 300. Excelsior Academy expects that over time pupils progressing from within the Academy will take up these places. The Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. However should there be vacancies, the admission limit for the number of pupils transferring to the Academy from other institutions will be 50.

## **6. Right of Appeal**

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

## **7. Process of Application**

Applications for places at the Academy will be made in accordance with the LA's coordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Newcastle LA. Excelsior Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year).

- September - Excelsior Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy.
- September/October - Excelsior Academy will provide opportunities for parents to visit the Academy.
- The Closing date for Year 7 transfers is 31<sup>st</sup> October.
- The Closing date for Reception Applications is 15<sup>th</sup> January.
- 1st March offers made to parents for Year 7 transfers.
- 15<sup>th</sup> April will be the offer day for Reception applications.

## **8. Consideration of Applications**

Excelsior Academy will consider all applications for places. Where fewer applications are received than is stated in the admission numbers set out in sections 4, 5 and 7 of this policy, Excelsior will offer places to all those who have applied.

- It will not be possible to change preferences after the closing date for applications.
- Late applications will be processed after all those received on time.
- Children will be kept on a waiting list for any school ranked higher on their application than the school they have been offered and will be allocated a place if one becomes available.
- Parents will have two weeks to return an acceptance form. If an acceptance form is not received it will be assumed that a place is no longer required.

## **9. Operation of Waiting Lists**

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Excelsior Academy receives more applications for places than there are places available, a waiting list will operate until the end of the autumn term (31<sup>st</sup> December). This will be maintained by Excelsior Academy and it will open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 of this policy. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **10. Arrangements for Appeals Panels**

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision with regards to Excelsior Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of

Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and it 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.

## **11. Annual Procedures for Determining Admission Arrangements**

### **Consultation**

Excelsior Academy shall consult every 7 years on its proposed admission arrangements, unless there are changes to the Admission arrangements, in which case a consultation will take place.

Excelsior Academy will consult in accordance with the statutory procedure.

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

Following any consultation, Excelsior Academy will consider comments made by those consulted.

Excelsior Academy will then determine its admission arrangements by 15 April of the relevant year and, if necessary due to there having been a consultation, will notify those consulted on what has been determined.

## **Appendix A**

Atkinson Road Primary Academy

Bridgewater Primary School

Broadwater Primary School

Canning Street Primary School

Hawthorn Primary School

Moorside Primary School

St. John's Primary School

Westgate Hill Primary School

Wingrove Primary School

St. Paul's C of E Primary School