



Ownership	Areté Learning Trust (for Richmond School)
Date Updated	October 2018

Areté Learning Trust Admissions Policy for Richmond School

Richmond School is a fully comprehensive and inclusive Academy within the Arété Learning Trust. The Trust is committed to the overarching principle of *“being the best we can be”*, and to fostering a culture in which children and young people, regardless of their starting point or setting, have the right to an outstanding education, and, most importantly, one that prepares them to thrive as enterprising, global citizens in a fast-changing, world. The Trust will admit children and young people to our Academies regardless of their aptitude or ability.

We welcome applications from parents who fully subscribe to our ethos and are prepared to support us in our drive for ever improving standards. The Board of Arété Learning Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Board remains responsible for any appeals.

ALLOCATION OF PLACES

Children with statements of Special Educational Needs/Education Health Care Plan (EHCP), where the Academy is named in Part IV of the statement/recorded in the Plan, will be given places.

If the number of applications for places is greater than the admission number set for that year group, we will allocate places using the following criteria, in priority order:

1. Looked after children (children in public care), or previously looked after children.
2. Children whose main residence is within the catchment area.
3. Children attending a primary school which is a member of Arété Learning Trust
4. Children with brothers or sisters who are already at Richmond School
5. Children of staff employed by the Multi-Academy Trust.
6. Proximity to Richmond School.

The Academy will normally admit pupils provided that:

- the admission would not cause the total number of pupils within the requested year group to exceed the Published Admission Number (PAN).
- the admission would not prejudice the provision of efficient education or the efficient use of resources.

Where a request is made to transfer a child with a Statement of Special Educational Needs/Education Health Care Plan (EHCP), we will first liaise with the Local Authority issuing the statement/EHCP to ascertain whether the Academy is able to meet the needs set out in the Statement/EHCP.

IN YEAR ADMISSIONS

Parents wishing to transfer their child to Richmond School from another school after the start of year 7 must apply to their residing Local Authority using that Local Authority’s normal application process. This application will then be passed on to the Academy.

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IN YEAR FAIR ACCESS

As part of the co-ordinated admissions arrangements with the Local Authority, the Academy may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this Admissions Policy.

ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

Children who have previously been educated outside their normal age group may be considered for admission outside the normal age group at Richmond School. Decisions on any such admissions will be made on a case by case basis, taking into account any relevant health and social factors, and will be taken in the best interests of the individual child.

DEFINITIONS OF TERMS USED IN THE ADMISSION ARRANGEMENTS

1. Children who have a statement of special education needs where the academy is named in Part IV of the statement/recorded in the Education Health Care Plan (EHCP)

Those children will have undergone a statutory assessment of their special educational needs.

Where an academy is named in the statement/recorded in the EHCP, the academy must admit the child.

2. Looked after children

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.

3. Rules for Siblings

Included in this factor are step brothers and sisters and half-brothers and sisters living at the same address and who will be attending the Academy at the expected time of admission. The special cases of twins and triplets will be referred to the allocation panel if one is eligible for a place and other(s) is/are not. Generally the eldest will be given the place if a choice has to be made.

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4. Rules for Residence

We have the right to investigate whether applicants live at the address they submit as their place of residence and we may withdraw any offer if incorrect information has been given.

5. Rules for Primary School

A child attending a primary school which is a member of Arété Learning Trust must be attending the primary school at the time of application

6. Children of staff at the Academy

Either - where a member of staff is employed by the Arété Learning Trust on a permanent contract at the time the application for admission is made; or - where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

7. Distance

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the Academy. For this purpose we shall apply the distances provided by a Geographic Information System (GIS).

8. Tie Breakers

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

9. Appeals against a decision not to admit a child to the Academy

Parents have a legal right to appeal against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

At Richmond School the named senior leader with responsibility for oversight of admissions is:

- **Mr D Clark, Deputy Headteacher.**

POLICY ENDS