



Admissions Policy 2015-17

| | |
|--|-----------|
| Author: | Principal |
| Person with overall responsibility for : | |
| Review Cycle: | |
| Date Reviewed: | |
| Date Approved: | 15.09.15 |
| Approved by: | Board |

Introduction

This document sets out the admission arrangements for TSA. The policy links to Annex 1 of the Supplemental Funding Agreement between TSA 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.

TSA 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) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the CET. TSA will take part in any Admissions Forums set up by Local Authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by North Yorkshire Local Authority.

Notwithstanding these arrangements, the Secretary of State may direct TSA to admit a named student to TSA on application from a Local Authority. Before doing so the Secretary of State will consult TSA.

Admission arrangements approved by the Secretary of State

The admission arrangements for TSA for the year 2015/16 and, subject to any changes approved by the Secretary of State, for subsequent years, are:

- TSA has an agreed admission number of 167 students. TSA will accordingly admit 167 students in the relevant age group each year if sufficient applications are received; and
- TSA 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, TSA will inform North Yorkshire Local Authority and reference this change on the school's website. 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

Applications for places at the academy will be made in accordance with North Yorkshire Local Authority's co-ordinated admission arrangements and parents/carers will complete their home Local Authority Common Application Form. TSA will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by North Yorkshire Local Authority:

September – The academy will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the academy.

Please note that, to be considered for admission, all applicants must complete and submit their home Local Authority's common application form, including TSA as one of their preferences. The academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required.

September/October/June/July – the academy will provide formal opportunities for parents/ carers to visit.

By 31 October – parents/carers complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.

January – North Yorkshire Local Authority receives the admission data for TSA and forwards this admission data to TSA (regardless of preference).

February – TSA sends a list of its offers of places to North Yorkshire Local Authority.

March – North Yorkshire Local Authority returns names of the students being offered a higher preference elsewhere. TSA submits replacement offers.

April – one offer of a school place is made to parents/carers by North Yorkshire Local Authority.

Parents/carers can make an appointment to visit the school at any time during the academic year.

Consideration of applications

TSA will consider all applications for places. Where fewer than 167 applications are received, the academy will offer places to all those who have applied.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their oversubscription criteria. This must include accepting a Unit postal address or quartering area address for a service child. Admission authorities must not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children; and
- ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus

Children from overseas

Admission authorities must treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

Procedures where TSA is oversubscribed

If the academy is oversubscribed, after the admission of students with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

- a 'looked after child' or a child who was previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. 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 (see the definition in Section 22(1) of the Children Act 1989); previously looked after children. Further references to previously looked after children in this Code means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after;

- children for whom a particular school is appropriate on exceptional medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor. This must demonstrate that there is a very specific connection between the child's medical need and the school requested. The Governors of TSA will make the decision related to such applications;
- children with a sibling attending the school at the time of application. 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister; or adoptive brother or sister living predominantly in the same home as the child; and
- other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by North Yorkshire County Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by students to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by North Yorkshire County Council's Highways Team. Not used are routes using common land, open spaces, public parks, subways or footpaths not adopted by the Highways team.

Where a child lives with both separated parents/carers, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the home nearest to the school will be counted as the child's home.

Tie break: in the case of a tie-break being necessary, children of multiple births (twins, triplets etc.) will be given priority and then if a further tie-break is necessary, random allocation will be used. A person independent of the academy will be asked to supervise any random allocation.

Operation of waiting lists

Subject to any provisions regarding waiting lists in North Yorkshire Local Authority's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year TSA receives more applications for places than there are places available, a waiting list will operate. This will be maintained by TSA and it will be open to any parent/carer 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 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of TSA. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal 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/carers about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

**Arrangements for admitting students to other year groups**

Subject to any provisions in the North Yorkshire Local 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 child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents/carers of children whose application is turned down are entitled to appeal.