

Ormiston Meridian Academy

Admissions policy

]

Policy Version Control - Academy

| | |
|---|------------------|
| Policy prepared by | OAT Model Policy |
| Responsible committee | LGB |
| Date approved by committee | N.A. |
| Date ratified by LGB (if required) | |
| Description of changes from the model policy (if any) | 1. |

Ormiston Academies Trust

Admissions policy

Policy Version Control - OAT

| | |
|--|--------------------|
| Policy type | Academy Policy |
| Policy prepared by (name and department) | Head of Governance |
| Last review date | October 2018 |
| Description of changes | New adopted policy |
| Date of Board of Trustees approval | |
| Next review date | |

Contents

Table of Contents

| | |
|--|--------------|
| 1 Policy statement and principles | 4 |
| 1.1 Policy aims and principles | 4 |
| 1.2 Monitoring and review | 4 |
| 2. Academy admissions | 5 |
| 2,1 Definitions | 5 |
| 2.2 Eligibility criteria | 6 |
| 2.3 Waiting list | 6 |
| 2.4 Withdrawal of a place | 6 |
| 2.5 Determining arrangements and consultation..... | 6 - 7 |
| 2.6 Admission of children outside their normal age group. | 7 |
| 2.7 Complaints about admissions arrangements | 7 |
| Secondary admissions | 8 - 9 |
| Appendix 1 OAT Admissions Policy Adoption Process..... | 10 |
| Appendix 2 Consultation letter..... | 11 - 12 |

1. Policy statement and principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2020 to July 2021. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days/evenings during the year, these will be publicised on the academy's website, and the local newspaper. Arrangements for visits outside these dates can be made through the academy office or by contacting the Principal's PA, Mrs J. Mann jmann@omera.co.uk.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective
- If there are urgent concerns these should be raised to Sunita Goddard-Patel – Head of Governance in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-16. The main intakes are Secondary.

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address point.

Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Sandon Road, Meir, Stoke on Trent ST3 7DF. Local Authority uses a Geographical Information System to calculate home to academy distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey Address Point data.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of academy nights.

Academy nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of academy nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Siblings

- A sibling is defined as:
- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility
- In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to Ormiston Meridian Academy is subject to the regulations regarding nationality, residency status and eligibility to study in the UK. Students are currently eligible to be admitted if:

- They are British citizens and/or EU nationals
- They are a non EU national that has:
 - Exceptional or Indefinite Leave to Remain in this country
 - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The Local Authority will maintain a waiting list until 31st December following the main academy intake. Each added child will require the list to be ranked again, in line with the academy's oversubscription criteria against which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list

2.4 Withdrawal of a place

- The academy will only withdraw an offer of a place if:
- The place was offered in error.
- Acceptance of the place was not received in a reasonable period of time.
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh.

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the

admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mrs. Ann Berrisford Inclusion Manger. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on:

- The student's academic ability
- The student's social and emotional development
- Views of the parents and Principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision, the family/parent can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Education Funding Agency when they consider the academy's arrangements are unlawful, or not in compliance with the Academy Admissions Code / relevant legislation relating to admissions. Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information please

Contact Mrs. J. Mann at jmann@omera.co.uk.

Number of spaces (PAN)

The academy has an agreed admission number of 180 per year.

Application process

Applications for the 2020/2021 academic year begin on the 2nd September 2019. To apply you need to complete the local authority's (LA) common application form and submit this directly to the LA by the deadline, 31st October -

<http://www.stoke.gov.uk/ccm/navigation/education/admissions/>

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been made. All offers will be made on the secondary national offer day (1st March or, if this falls at the weekend, on the next working day).

Oversubscription criteria

If OMA receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy.

If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. (A looked after child is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of their social services functions definition used in Section 22(1) of the Children Act 1989).
2. Children who have siblings at the academy at the time that they will start on roll.
3. Children of an existing member of staff of the academy at the time of application.
4. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Sandon Road Meir Stoke on Trent ST3 7DF.
5. Children who attend our main feeder primary schools; Sandon Primary Academy, The Crescent Academy, Alexandra Junior School, Park Hall Academy, St Augustine's Catholic Academy, Belgrave, St Bartholomew's Primary Academy, St Matthews CofE Academy and Weston Junior Academy.

Tie break

These criteria are also used as a tie breaker. Whenever two applicants have the same priority based on criteria 2-4 then the child who lives the closest to the academy will be given the higher priority. In the event that two students live an equal distance from the academy a random ballot, supervised by an independent person, will be held.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance to the local authorities' oversubscription criteria within this policy. In-year admissions forms can be obtained from the academy. Please contact 01782 377100.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission. If the academy refuses entry, the local authority may request a direction from the Education and Skills Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the ESFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place. This will include information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy, the family and the Local Authority.

Consultation Process

1st October 2018

The date at which academies must begin the six week consultation period.

16th November 2018

The last possible date that academies can submit their final policy to the Governance Team having closed consultation and made changes if necessary

31st January 2019

The date by which the Governance Team will return your admissions policy with confirmed approval

28th February 2019

The deadline by which academies **MUST** publish their 2020-2021 policy online and their appeals timetable on the academy website

28th February 2019

The deadline by which academies should send their admissions policy to their LA.

What constitutes Consultation?

Consultation involves sending out the academy's proposed admission policy **before** it is determined to invite comments or objections. Academies **MUST** consult with, i.e. send their proposed admissions policy to:

- Parents of children between the ages of two and eighteen
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools). This would include any other school in the borough which is their own admission authority.
- The local authority
- Any adjoining neighbouring local authority

Good practice would be to ask all your feeder primary schools to send out letters to parents, put a notice in your local paper, advertise the consultation in other local areas or community centres etc. Make a record of all the ways in which you ensured the community was informed of the consultation.

For the duration of the consultation period, the school **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the school to whom comments may be sent and the areas on which comments are not sought. Schools **MUST** also send upon request a copy of the proposed policy to any of the person or bodies listed above inviting comment.

Failure to consult effectively may be grounds for subsequent complaints and appeals and so it pays to get the consultation right.