Policy Documentation

Admissions and appeals for the admission year 2018/19

Responsibility for Review: Executive Principal
Date of Next Review: 01/09/2017

Admissions

Statement of Policy

The Academy is committed to:

- admitting an intake, reflecting all communities and the whole range of ability;
- resolving a situation where there are many more applications than places available;
- ensuring a consistency of approach in a potentially extremely emotive area;
- demonstrating that we are applying our oversubscription criteria equally and fairly;
- ensuring that children with Special Needs and vulnerable children are not treated less favourably than other applicants;
- working collaboratively with South Bradford Schools to improve behaviour and reduce exclusions by agreeing to the Fair Access Protocol.

The aims are:

- to ensure that places are awarded fairly and openly;
- to ensure that all prospective parents/students are aware of the admissions procedures;
- to guarantee that all legitimate applications will be processed efficiently and within an agreed time span;
- to demonstrate that our procedures comply with the School Admissions Code;
- to provide an appropriate Appeal procedure for those who are dissatisfied with the outcome of their applications.

Procedures for Year 7 intake

The admission arrangements are:

a) There are 112 places available.

b) Applications for places at the Academy will be made in accordance with the local authorities Coordinated Admission Scheme, as published on local authorities' websites and in Bradford Local Authority's booklet "A guide for parents about admission arrangements to Secondary Schools". Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.

c) Applications have to be made on both the Common Application Form (CAF) provided by local authorities **and** the Dixons supplementary form which can be completed online, or obtained directly from the Academy or from Bradford Local Authority's website. There will be a strict deadline for return of the supplementary form; forms received by this deadline will be considered first.

Oversubscription criteria

The Academy will admit up to 112 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 112 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named, priority for admission will be given to those children who sit the assessment and who meet the criteria in the order set out below:

a) Looked-after children or children who were previously looked-after e.g. because they were adopted or became subject to a residence or special guardianship order. (See note 1 for a definition of the term looked-after child.)

b) Exceptional need:

   i) special medical reasons for admission where they are deemed <u>essential</u> by an independent professional recommendation from the child's paediatrician/consultant, or

   ii) social reasons for admission where they are deemed <u>essential</u> by an independent professional.

   Allocation of a place would be decided based on receipt of a letter by the governors and where the governors consider that a place should be offered on these grounds.

c) Up to three children of staff who have been in post for at least two years or to staff recently appointed to a post for which there is a demonstrable skill shortage.

d) Children whose siblings at the time of application will be within Years 7 to 10 at the Academy and who live at the same address. (See note 2 for a definition of the term sibling.)

e) All other children. Places will be filled on the basis of independently scrutinised random allocation.

f) Children whose parents did not return/complete a supplementary form by the advertised deadline but named the Academy on the CAF, in the order set out above.

If demand exceeds places at points c) and d), places will be decided based upon random allocation.

Twins or triplets

Where a family of twins or triplets request admission and only one of the children can be offered a place, the remaining sibling(s) will also be offered a place/(s) above the admission number.

Notes

1. A looked-after child is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. The term sibling includes legally adopted children, and step- and half-brothers or sisters *living at the same address*. <u>Please note</u> that we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.

Admitting children of all abilities

Our intake is representative of the full ability range and exactly matches the ability profile of the children applying.

To achieve this, all applicants by the deadline are invited to take a non-verbal reasoning assessment to divide them into 9 ability bands or "stanines", from Band 1 at the bottom up to Band 9 at the top. We will admit the required number from each band based on the spread of ability of those applying.

The assessment is externally set by a well-respected educational assessment agency and the papers are collected by the agency to be marked. The Academy is then provided with a list of each child's assessment mark, similar to an IQ score, with 100 being the average. The marks are divided into nine bands and we are instructed how many children to take from each band e.g. if 20% of those applying are identified in band 5, then 20% of our intake has to be from this band. This ensures that the 112 places we offer reflect the ability range of our applicants.

The likelihood of being offered a place at the Academy is the same in every band.

The assessment is not a traditional entrance exam which children either pass or fail. It is done to ensure that we take a fair number of children across the whole ability range.

Calendar for admission

End of July 2017

Dixons' supplementary form available online, for download from the Academy website or as a paper copy from Reception.

5th September 2017

An Open Evening will be held. Arrival time is 5.30pm or 7.00pm; parents should arrive at either of these times. Each session will include a Principal's presentation, followed by a tour. The evening will close at 8.00pm.

22nd September 2017

3.30pm deadline for receipt of the supplementary form.

14th October 2017

Non-verbal reasoning assessment for all applicants whose supplementary forms are received by the deadline.

31st October 2017

Deadline for submission of the local authorities' CAF.

1st March 2018

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December.

In-year admissions

- There are 112 places in each year group.
- All parents must also complete an in-year application form, available from the local authorities, as part of the co-ordinated admission scheme.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are filled in coordination with the local authorities and in line with the

oversubscription criteria above. It is, therefore, possible that a child may be added to the list who qualifies higher within the admission policy than children already on the list. Wherever possible, places are also filled on a like-for-like basis based upon the ability band of the child who is leaving.

The Governing Council is prepared to go up to 2% above the in-year admission number to accommodate vulnerable children, on the advice of the local authority.

Waiting lists and appeals

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of December in that admission year. After this date, you will need to contact the Academy on an annual basis to ask for your child's details to be kept on the waiting list in case a place becomes available.

Furthermore, if you wish your child to be considered for a place at the Academy, you would also need to re-apply each year on the local authorities' in-year application form.

Where places become available they will be allocated in accordance with the oversubscription criteria above and will be fair-banded.

If you are dissatisfied with the admission decision, you will have the right of appeal. The Appeals Panel is independent of the Academy. The Panel's decision is final and binding on the Academy. If you are considering an appeal, please contact the Appeals Coordinator for further information and advice.

Tel: 01274 424350 – please ask for the Appeals Coordinator

E-mail: appeals@dixonsacademies.com