



Sandye Place Academy
Achievement Through Partnership

Admission Policy ***Admission arrangements for 2018***

Statement Document History

Issue	Date	Comment
1.00	December 2013	Approved by Board of Trustees
	December 2013	Policy Consultation Commenced
	February 2014	Consultation complete with no objections. Policy accepted as Determined Admissions Policy for 2015
2.00	December 2014	Approved by Board of Trustees
	December 2014	Policy Consultation Commenced
	March 2015	Consultation complete with no objections. Policy accepted as Determined Admissions Policy for 2016
3.00	December 2015	Approved by Board of Trustees
	December 2015	Policy Consultation Commenced
	February 2016	Consultation complete with no objections. Policy accepted as Determined Admissions Policy for 2017
3.10	December 2016	Approved by Board of Trustees

POLICY STATEMENT

Introduction

Applications for new students must be submitted via the Local Authority. The Governing Body will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated when there are more requests from parents than the number of places available:

Objective

The Academy will offer 150 places in the intake year (Year 5). Places for Years 6, 7 and 8 are capped at 120 places for in-year admissions. Admission procedures will be in line with the Central Bedfordshire Co-ordinated Admission Scheme.

It should be noted that 97.75% of students at Sandye Place Academy currently live in catchment

1. All 'looked after' children and any child who has been previously looked after.
2. Pupils living in the catchment area with siblings at the school
3. Other pupils living in the catchment area
4. 'Very exceptional' medical grounds
5. Other siblings (including foster siblings of Looked After Children)
6. Children of current members of Sandye Place Academy staff, where the member of staff has been employed for two or more years at the time at which the application for admission is made or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Any other children

Notes

1. If applying these criteria results in there being more children with an equal right to admission to the school than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority. The Local Authority, on behalf of the Governing Body, will measure the distance from the address point of the pupil's home to a point on the school site agreed with the governing body of the school. The Governing Body will not give priority within each criterion to children who meet other criteria. In the event of (a) two or more children living at the same address point (eg. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.
2. The Governing Body will normally offer a place at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a pupil moves into the catchment area outside the normal admissions round (or after the allocation process has begun) it may be more difficult to offer a place at the catchment area school if this would mean exceeding the admission number at the school. In this case, a place will normally be offered at the next nearest school or academy which caters for pupils of the same age and has places available.
3. Pupils who have a Statement of Special Educational Needs are required to be admitted to the school which is named on the statement, even if the school is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the school is full.

Admission of children outside their normal age group

Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.

Parents/carers need to make their request in writing to the academy trust via the Principal who will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the Academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application to the Local Authority using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

Definitions

'Looked after' children

The Children Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

Previously 'looked after' children

A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the school at the time of application and be likely to remain in the school at the proposed date of admission.

Home Address

A pupil's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents/carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

Appeals/Waiting Lists

Parents of pupils not offered a place at the school will have the right of appeal to an independent Admissions Appeal Panel. Any pupil refused a place will be placed on a waiting list, which will be prioritised in accordance with the admissions criteria. Waiting list for the normal year of entry will be maintained until the end of the Autumn term. Parents are requested to inform the school if they wish their child's name to remain on the waiting list. Waiting lists for admission into other year groups will be maintained for the whole of that academic year.

In Year Admissions

Requests for admissions into other year groups should be directly to the school. The form is available from the school or Local Authority and can also be downloaded from the Local Authority website (Central Bedfordshire residents only). Parents not living in Central Bedfordshire should contact the Local Authority in which they live for an application form.



Monitoring and Evaluation

This policy will be reviewed annually and its implementation monitored and evaluated.