

Ormiston Academies Trust

## Stoke High School – Ormiston Academy

### Admissions policy

#### Policy version control

Policy type	Mandatory OAT policy
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Approved by	Trust Board, December 2019
Release date	April 2020
Next release date	April 2021
Description of changes	No changes

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# 1. Policy statement and principles

## 1.1. Policy aims and principles

- 1.1.1. 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.
- 1.1.2. This policy details the academies arrangements for admissions and will apply to all admissions from September 2022 to August 2023. This includes in-year admissions within this period.
- 1.1.3. 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 events days during the year, these will be publicised on our website and school social media, we will also share details with local primary schools. Arrangements for visits outside these dates can be made through the academy office on 01473 601252.
- 1.1.4. 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.
- 1.1.5. 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

- 1.2.1. 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
- 1.2.2. If there are urgent concerns these should be raised to the Clerk to the Governors 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

2.1. The academy admits students between the ages of 11 – 16. The main intakes are:

- Secondary

2.2. 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.

### 2.3. Definitions

2.3.1. The academy uses the following definitions when applying this policy:

### 2.4. Distance

2.4.1. Children living nearest the school. All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) this will be measured to a single point within that building irrespective of where those homes are located.

### 2.5. Dual address

2.5.1 By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

2.5.2 In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

2.5.3 If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

## 2.6. Feeder schools

2.6.1. Halifax Primary School, Prince of Wales Drive, Ipswich, Suffolk, IP2 8PY

Hillside Primary School, Belstead Avenue, Ipswich, Suffolk, IP2 8NU

The Willows Primary School, Downing Close, Ipswich, Suffolk, IP2 9ER

## 2.7. Siblings

2.7.1. A sibling is defined as:

Where the child has a sibling in the academy or a sibling has already been offered a place at the academy, and where the sibling will still be attending the academy at the time of admission. The term 'sibling' includes natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

2.7.2. 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.

## 2.8. Eligibility criteria

2.8.2 In line with The Schools Admissions Code Stoke High School – Ormiston Academy will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Stoke High School – Ormiston Academy will not refuse a school place simply because of doubts about the child's immigration status. Applications can be made for a Suffolk school when the child is not living in the UK. The application will be dealt with in line with the guidance provided by the Department for Education on their website [www.gov.uk/guidance/schools-admissions-applications-from-overseas-children](http://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children).

## 2.9. Waiting list

2.9.1. 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.

2.9.2. The academy will maintain a waiting list until 31 December following the main academy intake for year 7, for years 8-11 the waiting list will close at the end of the first term after the start of the school year. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in 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.

## 2.10. Withdrawal of a place

2.10.1. 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

2.10.2. 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.

## 2.11. Determining arrangements and consultation

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

2.11.2. 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.

2.11.3. 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.

2.11.4. 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 in consultation with OAT.

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

## 2.12. Admission of children outside their normal age group

2.12.1. 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, the Assistant Principal overseeing Admissions. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.12.2. 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
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.12.3. 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.

2.12.4. Once the governing body has made a decision the child 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.

### 2.13. Complaints about admissions arrangements

2.13.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.13.2. Complaints about the appeals panel can be made to the Secretary of State.

### 2.14. Catchment area

2.14.1. Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near to a boundary line on the map please check your address against the catchment area and/or street lists at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). You can also obtain a copy of the map or list from the Admissions Team on 0345 600 0981 (local rate).

## 3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact the Academy.

### 3.1. Number of spaces (PAN)

3.1.1. The academy has an agreed admission number of 172 for year 7.

### 3.2. Application process

3.2.1. Applications for the September 2022 academic year begins September 2021.

3.2.2. Parents of children living in Suffolk should apply online at [www.suffolk.gov.uk/onlineadmissions](http://www.suffolk.gov.uk/onlineadmissions) or submit a normal year of entry application form (CAF1), available from the Local Authority Admissions Team on 0345 600 0981 or at [www.suffolk.gov.uk/admissionstoschools](http://www.suffolk.gov.uk/admissionstoschools), no later than the national closing date of 31 October. Parents of children who do not live in Suffolk should contact their LA on how to apply. Offer letters will be issued on the National Offer Date of 1 March or the next working day.

3.2.3. Late applications, except those deemed by the Local Authority as exceptional and to be processed as 'on time', will be considered after the first round of offers issued on 1 March. This is because all applications received by the closing date must be considered before any late applications. If there are exceptional circumstances why your application is late please include them when you send in your application to your Local Authority. 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 received. All offers will be made on the secondary national offer day (1 March or the next working day).

### 3.3. Oversubscription criteria

3.3.1. If the academy 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:

3.3.1.1 Looked after children and those who were previously looked after but immediately after being looked after was 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 being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

3.3.1.2 Students with exceptional medical, social, or other needs that can only be met by providing a place at the Stoke High School – Ormiston Academy rather than any other school. Applications made under criterion (2) will only be considered if



supporting evidence from an appropriate professional or other suitably qualified person (eg doctor or social worker) is attached to the application form.

3.3.1.3 Where the child has a sibling in the academy or a sibling has already been offered a place at the academy, and where the sibling will still be attending the academy at the time of admission. The term 'sibling' includes natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

3.3.1.4 Children who live within catchment and attend one of the feeder primary schools.

3.3.1.5 Children who live outside of catchment and attend one of the feeder primary schools.

3.3.1.6 Children who live inside of catchment but do not attend a feeder primary school.

3.3.1.7 Children who live outside of catchment but do not attend a feeder primary school.

Where several children have applied to the Academy and all have the same criterion, the Academy places shall be allocated by distance. See 2.4.1.

## 3.4. In-year admissions

3.4.1. 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 the local authorities Fair Access Protocol. In-year admissions forms can be obtained from [detail how these can be obtained].

3.4.2. 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.

3.4.3. If the academy refuses entry, the local authority may request a direction from the Education 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 EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

### 3.5. Unsuccessful applications

- 3.5.1. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
- 3.5.2. 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.

## Appendix 1

### Consultation Process

#### 1 October 2020

The date at which academies **must** begin the six-week consultation period if any changes to the policy are being made.

#### 22 November 2020

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

#### 31 January 2021

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

#### 28 February 2021

The deadline by which academies **MUST** publish their 2022-2023 policy online and their appeals timetable on the academy website

#### 28 February 2021

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

### What constitutes Consultation?

Consultation involves sending out the school's proposed admission policy **before** it is determined to invite comments or objections. Schools **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.

## Appendix 2.

### Admissions policy consultation letter

Address line one  
Address line two  
Town  
County  
Postcode  
Date

#### RE: Consultation on admission arrangements

Dear **interested party**,

I am writing to notify you of the upcoming consultation on the academy's admissions policy. The consultation period will run from **1st October 2020 until 12th November 2020**; during this time, parents are invited to express their views and any concerns about the **proposed changes to the** admission arrangements at **name of academy**.

In accordance with the DfE's 2014 statutory 'School Admissions Code' guidance, as a school we must consult on our admission arrangements when changes are proposed, and at least once every seven years.

#### **Choose one of the two options set out below.**

##### **Changes are proposed**

To this end, the following amendments to our admission arrangements have been proposed:

- **Brief outline of the key proposals, e.g. an increase in admission numbers**

This is being proposed as **state reason behind proposal, e.g. due to the rapid growth in the area, there has been an increased demand for school places**.

A full version of the proposed changes to the admission arrangements, as well as the rationale behind them, is available to view on the academy website or in hard copy from **the school office**.

##### **OR**

##### **Changes are not proposed – this is the version to use if you are doing the statutory 7 year consultation**

For this reason, a consultation is currently being held to meet the academy's statutory duty; however, it should be noted that no changes to the current admission arrangements have been proposed.

##### **For either option, the following information should also be included.**

In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party at name of academy, we are keen to hear your views on the proposed changes/current admission arrangements; therefore, we invite you to participate in the consultation if you have any concerns regarding the matter.

All responses to the consultation should be made in writing and submitted before time on date to:

Address or email address.

Please note that written responses should outline your personal details, including your name, address and relationship to the academy. You are also encouraged to provide feedback on the academy website here: link to website.

At the end of the consultation period, the governing board will meet to consider responses and submit a final policy to the Ormiston Academies Trust Board of Trustees for approval.

For further information regarding the consultation process, please refer to our proposal document, copies of which can be located on the academy website or in hard copy from the school office. If you wish to further discuss this matter, or anything mentioned in this letter, please contact the school office on phone number or email address.

Yours sincerely,

Name

Principal