

# Ormiston Sudbury Academy

## Admissions policy

Release date: April 2020

Next release date: April 2021

### Policy version control

Policy type	Mandatory OAT policy
Author	Sunita Yardley-Patel, Head of Governance
Approved by	Trust Board, December 2019
Release date	April 2020
Next release date	April 2021
Description of changes	September 2021 – Amendment to definition of Looked After Child
Policy Owner	Mrs E Price, Vice Principal

## Contents

1. Policy statement and principles .....	3
1.1. Policy aims and principles .....	3
1.2. Monitoring and review .....	3
2. Academy admissions .....	3
2.1. Definitions .....	4
2.2. Eligibility criteria .....	5
2.3. Waiting List .....	5
2.4. Withdrawal of a place .....	6
2.5. Determining arrangements and consultation .....	6
2.6. Admission of children outside their normal age group .....	6
2.7. Complaints about admission arrangements .....	7
3. Secondary admissions .....	8
4. Sixth Form admissions .....	10

Appendix 1. OAT Admissions Policy Adoption Process (for all OAT academies)

# 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; other academy policies do not discourage parents from applying for a place for their child.

This policy details the Academy's arrangements for admissions and will apply to all admissions from 2023 to 2024; 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 during the year, these will be publicised on the Academy website. Arrangements for visits outside these dates can be made through the Academy Office (tel: 01787 375131).

Ormiston Academies Trust (OAT) 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 the Principal in the first instance, for her to determine whether a review of the policy is required in advance of the review date.

# 2. Academy admissions

Ormiston Sudbury Academy is able to admit 160 students into year 7 through the Suffolk Coordinated Admission Scheme. In accordance to the admission code, places will be given to children who have an Education, Health and Care Plan, where the Academy is named.

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, in order to aid academic progression without interruption. Applications are welcome however for entry in any year.

## 2.1. Definitions

The Academy uses the following definitions when applying this policy:

### <sup>1</sup>Distance Tie-breaker

It is possible that the PAN of the Academy will be reached in any one of the categories. For this reason, all the applications will be prioritised according to the rules described. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will measure the distance by a straight line ('as the crow flies'). 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 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) we will measure to a single point within that building irrespective of where those homes are located.

In the unlikely event that two or more applications competing for a single place live the same distance from the Academy, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the Academy.

### <sup>2</sup>Dual address

Where a student lives with parents with shared responsibility, each for part of a week, the address where the student lives is determined using a joint declaration from the parents stating the pattern of residence. If a student's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to the Academy. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address the child lives at for most of the week.

### <sup>3</sup>Catchment area

A catchment area map is available on the Ormiston Sudbury Academy website [www.ormistonsudburyacademy.co.uk](http://www.ormistonsudburyacademy.co.uk) or from Suffolk County Council Admissions Team [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near a boundary line on the map or wish to check your address against the catchment area and/or street list, these can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). For Ormiston Sudbury Academy please look at the Sudbury and Gt Cornard street list or the Villages and Parishes list as appropriate. You can also obtain a copy of the map or list from the Admissions Team on 0345 6000981 (local rate) or from the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX

### <sup>4</sup>Priority Feeder schools

Acton, Great Waldingfield, Long Melford, St Gregory, Tudor, Woodhall.

### <sup>5</sup>Definition of Sibling

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.

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.

#### **6. Definition of a Looked After Child or previously Looked after Child**

A Looked After Child is either 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 in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are 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, immediately following having been looked after, including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted).

#### **7. Parents who work for Ormiston Sudbury Academy**

Parents who work for Ormiston Sudbury Academy are defined as an employee(s) who has a child/children living in the same family unit in the same family household and address as the employee, and who are employed by Ormiston Sudbury Academy at the time of the application;

- a) where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, or;
- b) the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.

## **2.2 Eligibility criteria**

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

- They are British citizens
- They have:
  - '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 Academy will maintain a waiting list until 31 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 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.

## 2.4 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 Academy's 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 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, The Principal (01787 375131). 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
- 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 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.

## 2.7 Complaints about admissions arrangements

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.

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 on this process please contact:

Mrs E Price, Vice Principal

Tel: 01787 375131

Email [eprice@ormistonsudbury.co.uk](mailto:eprice@ormistonsudbury.co.uk)

### 3.1 Number of spaces (PAN)

The Academy has an agreed admission number of 160 per year.

The number of places available for Year 7 for September 2023 at the Academy will be 160.

### 3.2 Application process

Applications for the 2023/2024 academic year begins October 2022

### 3.3 Method of application for the normal year of entry

Parents/carers applying for a year 6 child for transition to year 7 must apply in the normal year of entry application form (CAF1) for the Academy via the Local Authority website.

<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>

### 3.4 Closing date and initial notification date

The closing date for all applications is 31<sup>st</sup> October. Parents/carers will be notified of their place on 1<sup>st</sup> March (or next working day) of the following year by the Local Authority.

### 3.5 Late applications

Applications received after the set closing date will be accepted but will not normally be considered for a place at the Academy until after the initial offer date.

All offers of secondary places will be made through the Local Authority. 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 (1st March or the next working day).

If the number of applications is less than the number of spaces then all children will be offered places.

### 3.6 Oversubscription criteria

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:

1. Looked after children and those who were previously looked after (definition<sup>6</sup> above)



2. Children who have a sibling (definition<sup>5</sup> above) attending the Academy in year 7-13 at the time of application and date of proposed admission.
3. Children whose parent or parents work for Ormiston Sudbury Academy (definition<sup>7</sup> above) at the time of application.
4. Children who live within the catchment area (definition<sup>3</sup> above) and who attend one of the priority feeder primary schools (definition<sup>4</sup> above).
5. Children residing outside the catchment area who attend one of the priority feeder primary schools.
6. Children residing within the catchment area who do not attend one of the priority feeder primary schools.
7. All other applicants (Distance tie-breaker applies – definition<sup>1</sup> above).

### 3.7 In-year admissions

For in-year admissions, parents/carers must apply to the Academy direct. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply.

### 3.8 Fair Access Protocol

The Academy is committed to considering taking vulnerable students who are hard to place. All applications will be treated independently. Accordingly, outside the normal round of admissions, the local governing body is empowered to give priority to a student where admission is requested if appropriate. The governing body has the power to consider admissions even when admitting such a student would exceed the published admission number.

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 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 Looked After Children this is reduced to seven calendar days) and may make further representations directly to the Education Funding Agency (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the Academy.

### 3.9 Unsuccessful applications

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.

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.

### 3.10 Appeals

Unsuccessful applicants have a right of appeal to an independent Appeal Panel. Further details will be included in the notification letter.

## 4. Sixth form admissions

The process detailed in this section is for admissions for Sixth Form admissions. For further information on this process, please contact:

Mr Paul Stokes, Assistant Principal Tel: 01787 375131

Email: [pstokes@ormistonsudbury.co.uk](mailto:pstokes@ormistonsudbury.co.uk)

### 4.1 Admissions Policy for transfer from Year 11 to Year 12 (Sixth Form)

Students wishing to join Ormiston Sudbury Academy beyond Year 11 into the Sixth Form will be able to do so providing they meet the minimum entry qualifications (five GCSEs including Grade 4 in English and Maths. It is also desirable to have attained a Grade 6 or equivalent in the subject they wish to study.

Details of the application process and the application form are available from Reception and on the Academy website. All applicants wishing to join the Academy for the first time in Year 12 are subject to the same entry qualifications as those set out above for existing students.

### 4.2 Admission number for the Sixth Form

The external PAN (Published Admission Number) is 30 per school year. This is the number of students who can be admitted from outside the Academy.

Late applications will only be considered where there are a surplus of places in the Academy/course(s) applied for once the oversubscription criteria has been applied.

### 4.3 Selection criteria

All internal candidates seeking transfer to our Sixth Form, and all external candidates seeking admission to our sixth form, will need to have the same minimum academic qualifications for entry described in 4.1 above.

### 4.4 Oversubscription criteria for the Sixth Form

In accordance to the admissions code, places will be given to: Children who have an Education, Health and Care Plan, where the Academy is named.

Where the number of external applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below.

1. Looked after children and previously looked after children (definition6 above).
2. Students who have a sibling (definition5 above) attending the school in Years 7-13 at the time of the application and date of proposed admission.
3. Students whose parent or parents work for Ormiston Sudbury Academy (definition7 above).
4. Children residing within the catchment area (definition3 above).
5. All other applicants (Distance tie-breaker applies – definition1 above). OAT.OSA Admissions policy Page 11 of 12 (OSA – 15.09.20)

#### 4.5 In-year admissions Applications

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late, based on the learning that has been missed. If the student is transferring from another Sixth Form and was following an equivalent course, this will be taken into account in deciding whether a place can be offered.

For in-year admissions, parents/carers must apply to the Academy direct. Applications will be considered in accordance with above oversubscription criteria. In the event that it is not possible to offer a place, the waiting list and appeals procedures described above will apply.

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 decision of the Secretary of State will be binding upon the academy.

#### 4.6 Unsuccessful applications

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.

#### 4.7 Appeals Unsuccessful

Applicants have a right of appeal to an independent Appeal Panel. Further details will be included in the notification letter.

## 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 2023-2024 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 Academy's proposed admission policy **before** it is determined to invite comments or objections. Schools **MUST** consult with, (send their proposed admissions policy to):

- Parents of children between the ages of two and eighteen
- Other persons in the relevant area who in the opinion of the Academy 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
- The Diocese (if applicable)