

Ormiston Academies Trust

Stoke High School – Ormiston Academy Admissions policy

Policy version control

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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 2024 to August 2025. 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 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

2.8.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy 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

2.9. 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

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 per year for year 7.

3.2. Application process

3.2.1. Applications for the 2024 academic year begins September 2023.

3.2.2. Parents of children living in Suffolk should apply online at 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 , 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 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 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 is 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.

3.3.1.2. Students with exceptional medical, social, or other needs that can only be met by providing a place at 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 with the local authorities Fair Access Protocol. In-year admissions forms can be obtained from the School Admissions Team at www.suffolk.gov.uk/admissions or from the school office, email admin@stokehigh.co.uk.

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.



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