East Point Academy Admissions Policy

<table>
<thead>
<tr>
<th>The policy owner is:</th>
<th>Admissions and Safeguarding Manager</th>
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<tbody>
<tr>
<td>This policy was ratified by the Trust Board on:</td>
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<td>This policy will be reviewed(^1) by the Trust Board in:</td>
<td>Autumn 2018</td>
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<td>Policy Version:</td>
<td>Autumn 2016 – v2</td>
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</tbody>
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\(^1\) Where the admission arrangements have not changed from the previous year there is no requirement for admission authorities to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least one every seven years, even if there have been no changes during that period.
Admissions Policy

1. Introduction
1.1 This document sets out the admission arrangements for East Point Academy (“the academy”) for the school year 2018/19 and beyond.
1.2 Inspiration Trust is the admissions authority for the academy.

2. Admission numbers
2.1 The academy has an agreed published admission number (PAN) of 180 pupils in year 7.

3. Consideration of applications
3.1 Arrangements for application for places at the academy will be made in accordance with the Local Authority’s (LA) co-ordinated admission arrangements and will be made on the common application form provided and administered by the LA. Applications can also be made online at www.suffolk.gov.uk/admissions, which is recommended. The timetable for applications is in line with that of the LA.
3.2 The academy will consider all applications for places that meet the criteria set by the LA’s co-ordinated admission arrangements. Where fewer applications for places than the PAN for the relevant age group are received, the academy will offer places to all those who have applied.
3.3 Late applications received after the closing date will be included only if the reason for the delay is considered exceptional and appropriate evidence has been provided. Other late applications will not be considered until after applications received by the closing date have been dealt with.

4. Procedures where the academy is oversubscribed
4.1 After the admission of pupils with an education, health and care plan naming the school, if there are more applications for places than there are places available, we will give preference to children living nearest to the school, according to the following rules in this order of priority:
   1) Children in the care of a Local Authority (looked after children\(^2\)) or previously looked after children
   2) Children who have a sibling\(^3\) on roll at the academy at the time of the proposed admission
   3) Children of staff\(^4\) working for the school

\(^2\) Looked after children (children in the care of the local authority) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or a special guardianship order, immediately following being looked after)
\(^3\) Sibling is a full brother or sister, adopted brother or sister, or a half or step brother or sister who is living at the same address
\(^4\) Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:
   a) Where the member of staff has been employed at the school for two or more years at the time which the application for admission to the school is made, and/or
   b) The member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage
4) Children living nearest the academy, by straight line distance\(^5\) (‘as the crow flies’).

4.2 Where the admission of children from multiple births would lead to exceeding the PAN, those siblings will be admitted over PAN.

4.3 Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child’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. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the academy week.

4.4 If the academy is unable to distinguish between applicants using the published criteria, places will be offered via a random draw which will be supervised by an individual who is independent of the academy.

5. Admission of children outside their normal age group

5.1 Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

5.2 The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child’s academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

5.3 The school will consider each case on its merits, taking into account the individual circumstances of the request and the child’s best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

\(^5\) 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.
5.4 Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

6. Waiting lists

6.1 In line with the provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the academy will operate a waiting list managed by the LA until the 31st December.

6.2 Where places become available they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7. Appeals

7.1 All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

7.2 Information on how to appeal and the timetable of the appeals process is on our website at http://www.inspirationtrust.org

8. In year applications (applications for admission to the academy outside the normal admissions round)

8.1 Subject to any provisions in the LA’s published and agreed guidance for in-year school transfers and for applications submitted for years other that the normal year of entry, the academy will consider all such applications and, if the year group applied for has a space available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available the oversubscription criteria shall apply.

9. Additional information

9.1 If false or misleading information is used to gain entry to the academy, the offer of a place may be withdrawn.

9.2 Following an offer of a place proof of the child’s date of birth will need to be provided and a copy will be retained by the academy.