Admissions Policy
For admissions 2019-20

<table>
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<tr>
<th>Policy Owner:</th>
<th>Mr D Howkins, Vice Principal</th>
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<td>Ratified by Local Governing Body:</td>
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<td>Date to reviewed:</td>
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Policy Change Control Table

<table>
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<th>Date</th>
<th>Changes Made</th>
<th>Agreed By</th>
<th>Authorised for Use by</th>
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<tbody>
<tr>
<td>30/01/18</td>
<td>Definition for ‘sibling’ updated</td>
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Admissions Policy
Ormiston Sudbury Academy is able to admit 160 students into Year 7 through the Suffolk Coordinated Admission Scheme. 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 applications for admissions 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
2. Children who have a sibling attending the school in Years 7-13 at the time of application and date of proposed admission.
3. Children whose parent or parents work for Ormiston Sudbury Academy at the time of application.
4. Children who live within the catchment area and who attend one of the priority feeder primary schools.
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 applications (Distance tie-breaker applies).

1 Definition of a Looked After Child or previously Looked after Child: A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).

2 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 but not in the sixth form. 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 Priority Feeder Schools: Acton; Great Waldingfield; Long Melford; St Gregory; Tudor; Woodhall

4 Catchment area map is available on the Ormiston Sudbury Academy website www.ormistonsudburyacademy.co.uk or from the Suffolk County Council Admissions Team at www.suffolk.gov.uk/catchmentmaps. If you live near to a boundary line on the map or wish to check your address against the catchment area and/or street lists these can be found at www.suffolk.gov.uk/admissions. For Ormiston Sudbury please look at the Sudbury and Great 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.
Parents who work for Ormiston Sudbury Academy: Parents who work for Ormiston Sudbury Academy is defined as an employee(s) who have 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 school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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 applicants 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.

Admission Number
The number of places available for Year 7 for September 2019 at the Academy will be 160.

Split residence
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 that the child lives at for most of the week.

Method of application for the normal year of entry
Parents/carers applying for a Year 6 child for transition to Year 7, must apply on the normal year of entry application form (CAF1) for the Academy.

Closing date and initial notification date
The closing date for applications is 31st October. Parents/carers will be notified of their place on 1st March (or next working day) of the following year.
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.

Waiting list
Unsuccessful applicants will be included on the Academy's waiting list ranked in order of priority under the published oversubscription criteria, without regard to the date that the application was received. A waiting list will operate for both Year 7 entry and in-year admissions. Any places offered from the Academy's waiting list will be offered strictly in accordance with the above admission criteria.

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

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.

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.

Applications for a place outside the normal age group
It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, the academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code (December 2014).

Parents or carers should make a request to the Academy in writing. This will need to include, where relevant, any supporting evidence. The academy trust will make a decision on the request, taking into account the views of the Principal, and will write to you with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the academy will be provided. A CAF1 application form must be sent to the Local Authority along with the decision letter from the academy and other relevant evidence by the national closing date. Even if the request is agreed there is no guarantee there will be a place available.

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 between A*-C including (Level 5) in English and Maths. It is also desirable to have attained a B grade 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.

**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.

**Over subscription 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 children¹;
2. Students who have a sibling² attending the school in Years 7-13 at the time of application and date of proposed admission.
3. Students whose parent or parents work for Ormiston Sudbury Academy (see footnote 5 above).
4. Children residing within the catchment area (see footnote 4 above).
5. All other applications (Distance tie-breaker above applies).