



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

‘Innovative Education - Transforming Lives’

Admissions Policy

Status	Statutory
Responsible Directors’ Committee	Curriculum Standards- Teaching & Learning Committee
LGB Committee	School Improvement Committee
Responsible Persons	Mrs. B Nixon
Date Policy Agreed	April 2019
Review Date	April 2020

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Version Control

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
V2	February 2019	J Tuke	Explanatory Notes: Form names amended to read in line with LA Forms Appendix 1 Page 8 (admission number template incorporating new school)

1. Admission Arrangements for Exceed Learning Partnership Academies

Unless delegated to the Local Authority, only the Directors are able to decide who is eligible for a place at that academy. Neither the Principal nor their representatives are able to offer a place.

2. General Statement

In Doncaster, each academy or school serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy/school and a group of linked primary academies/schools, in a pyramid. In this way, each academy/school becomes part of the provision for a community and the education of the community's children benefits greatly from the association of its academies/schools.

3. Admission Number

- 3.1 An academy must have an admission number for each 'relevant age group', defined in law as 'an age group in which pupils are or will normally be admitted to the school in question'. The admission number for each year group is set with regard to the capacity assessment for the academy, taking into account the nature and type of the academy buildings, and provides for an acceptable amount of space for each pupil. Therefore, the admission number is set to benefit the children who are taught in the academy and those who teach and support them. Where necessary, the Governing Body of each academy consults with the LA (see Appendix 1 for our academies' admission numbers).
- 3.2 Before making a final decision, the Governing Body considers the number and size of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.
- 3.3 In the case of the year of entry, a child may not normally be refused admission on the grounds of prejudice to efficient education or the efficient use of resources unless the number of applications for admission exceeds the admission number or a child is offered an academy/school which is ranked higher on an Application Form (AF)ⁱ or Transfer Form (TF)ⁱⁱ under a Coordinated Admission Schemeⁱⁱⁱ(CAS).

4. Expressing a Preference – Year of Entry

Applications for admission to an academy's year of entry should be made in accordance with the relevant Coordinated Admissions Scheme.

5. Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry are in accordance with the Local Authority's Coordinated Admissions Scheme. Late applications are processed in accordance with the scheme.

6. Eligibility for a Place at a School – Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the admission limit.

Preferences for each academy will be sorted in the order of the criteria outlined below. The remaining criteria are applied in order of priority as tie-breakers, with criterion d) being the final tie-breaker.

a) Looked After Children and all previously Looked After Childrenⁱⁱⁱ

b) Catchment Area

Children who are ordinarily resident^{iv} in the catchment area of the academy.

For applications for the year of entry received by the closing date, a catchment area academy will be determined in relation to the address at which the pupil is ordinarily resident on that date. Once a waiting list is formed, a child's place on that list will be updated in light of any new address.

c) Siblings

Children who are living within the same family unit (e.g. stepchildren) who will be attending the requested academy (excluding nursery) at the point of admission. Where the requested academy is an infant or junior academy, attendance at a linked infant or junior academy will be included.

Where a place is only available for one child from a multiple birth i.e. twins, each child will be offered a place.

d) Proximity

Children who live nearest to the requested academy, measured in a straight line from the centre point of the child's ordinary place of residence to the entrance nearest to the reception point of the academy.

If two or more pupils live equidistant from the academy, the distance each pupil lives by road from the preferred academy will be measured and the place offered to the pupil who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using EMS for Windows provided by Capita Education Services and/or ArcView GIS provided by Environmental Systems Research Institute Inc. or suitable substitute.

7. The Offer of a Place at an Academy

Decisions will be posted to parents in accordance with the Local Authority's Coordinated Admissions Scheme.

8. Unsuccessful Applications

Any parent whose child is not offered an academy place for which they have expressed a preference has the right to an independent appeal.

9. Waiting Lists

- 9.1 Pupils will be added to the waiting list(s) of academies where they are refused a place. Places on the waiting list will be strictly prioritised in criteria order as given above and will operate until the end of the autumn term.
- 9.2 Places will only be allocated from the waiting list when the number of pupils falls below the Admission Limit of the academy. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that written confirmation of the vacancy is received.

10. In-Year Transfers

- 10.1 Applications for admissions outside of the normal admission round (In-year Transfers) may be considered by each individual academy. They should be made on the official application form.
- 10.2 Where there are sufficient places an application will normally be agreed unless specific circumstances apply^v.
- 10.3 Where there are insufficient places for the number of applicants, all applications will be ranked in accordance with the criteria listed above and places awarded accordingly.
- 10.4 Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.
- 10.5 If a place is agreed, the Principal will, within two weeks of a place being offered, determine a start date.
- 10.6 Pupils are normally admitted to an academy at the start of the next new term other than with the prior approval of the Principal of the academy or in circumstances beyond parental control e.g. movement into the borough.
- 10.7 Pupils are required to start at the academy within two weeks of the start date offered by the Principal and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.
- 10.8 Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been significant and material change to either the families' or the academy's circumstances since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.
- 10.9 In accordance with DfE requirements, where a Fair Access Protocol has been adopted by the Local Authority/Trust, pupils may be admitted under this protocol outside of the normal admission arrangements noted above.

11. Independent Appeals

If a place is not offered at a preferred academy, parents have the right to appeal to an Independent Appeal Panel formed in accordance with the legislation. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to:

Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

12. General Information

12.1 False Information

Any place offered on the basis of a fraudulent or intentionally-misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the admission authority of their circumstances as they apply to the admission criteria at the time of application.

12.2 Multiple Addresses

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the school week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

Policy Agreed: 12th February 2019

Signed Executive Principal:



Signed: Chair of Directors:



Policy to be reviewed: spring 2020

13. Explanatory Notes

i Application Form (AF)

This is a form used in the admission process on which parents express preferences for an academy or academies at the normal point of admission.

ii Transfer Form (TF)

This is a form used in the admission process on which parents express preferences to transfer a school or schools.

iii Coordination Admissions Scheme (CAS)

A scheme, determined by the local authority for ensuring that a single offer of a place is communicated to parent who have applied for places during the normal admission round. Separate schemes apply in the case of primary and secondary admissions.

iv Looked-After Children and all previously Looked-After Children

Children who are in the care of a local authority as defined by Section 22 of the Children's Act 1989 at the time of application. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted (Section 46 of the Adoption and Children's Act 1989) or became subject to a residence order (Section 8 of the Children's Act 1989) or special guardianship order (Section 14a of the Children's Act 1989).

v Ordinarily Resident

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. This will only be considered when they are living at their new address and the waiting list place amended as necessary.

vi Specific Circumstances for Refusal

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code, or the Local Authority's In-Year Fair Access Policy.

Appendix 1 – Exceed Learning Partnership Academy Admission Numbers

School/Academy	Admission Number
Carr Lodge Academy	60
Edlington Victoria Academy	60
Hill Top Academy	50
Sandringham Primary	60