

# **OUTWOOD ACADEMY BYDALES**

## **ADMISSIONS POLICY AND PROCEDURES FOR ADMISSIONS 2016-2017**

### **Summary:**

This policy outlines the admissions arrangements for the academic year 2016-2017. It covers admissions in Y7 and mid-year/occasional admissions, and comes into effect for admissions commencing 1<sup>st</sup> September 2016 and onwards.

## **ADMISSION ARRANGEMENTS FOR THE SCHOOL FOR THE ACADEMIC YEAR 2016-2017**

The arrangements are in line with those applied by the Local Authority for all maintained community and voluntary controlled schools.

### **ADMISSION OF YEAR 7 PUPILS – SEPTEMBER 2016**

#### **Admission Zone**

No change is proposed to the school's admission zone. A copy of the admission zone map is attached.

#### **Admission Numbers**

Students will be admitted into Year 7 without reference to ability or aptitude. The school admission number has been set with regard to the physical capacity of the school. The proposed admission number for Year 7 for the 2016/17 school year is 160. This figure is based on the assessed capacity of the school at the present time and may be subject to variation, depending on future plans and developments which may impact on the school's physical capacity.

#### **Application Procedure and Timetable for Admissions to Y7 2016/2017**

The application process for admissions into Y7 is co-ordinated by Redcar & Cleveland Local Authority (LA), which acts on behalf of our Governing Body to offer Year 7 places at our Academy. Parents/Carers should submit an Application Form which is issued by the Local Authority, no later than 31 October 2015. Offer letters will be issued by the Local Authority on 1 March 2016 – the national school places offers day. Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar & Cleveland Admissions Team on 01642 837730/837740 or log onto [www.redcar-cleveland.gov.uk/admissions](http://www.redcar-cleveland.gov.uk/admissions)

#### **Proposed over-subscription criteria 2016/17**

Where more parents/carers have expressed a preference for the school than there are places available; criteria will be applied to determine which parents/carers' preferences can be met. The proposed over-subscription criteria are outlined below:

<b>CRITERIA</b> (In priority order)	<b>EXPLANATORY NOTES</b>
<b>i) children who are cared for by a Local Authority</b>	Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22(1) of the Children's Act 1989).
<b>ii) children who are permanently resident in the admission zone defined for the school.</b>	<p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/guardian ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of the parent who receives child benefit for the child. Parents/carers may be asked to provide proof. Short term tenancies entered into with the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p>
<b>(iii) children not living in the admission zone who have elder siblings attending the school in the 2016/17 school year.</b>	<p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the 2016/17 school year</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p>
<b>(iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school.</b>	<p>Social reasons generally do not include domestic circumstances such as parents/carers' working commitments, childcare arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>You are strongly urged to provide independent third party information (e.g., from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the <b>only</b> school which could meet their child's needs.</p>

	The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.
<b>(v) children living closest to the school</b>	The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.

### **Children in Receipt of a Local Authority Statement**

Any child who has a current Statement of Special Needs naming Outwood Academy Bydales as the designated secondary school in Year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

### **Tie-break:**

If it is necessary to distinguish between children within categories (i)-(iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis using the number and postcode of the house and the postcode of the school.

In the case of a tie break in category (v), the final allocation will be determined using the shortest walking route using the number and postcode of the house and the postcode of the school.

### **Late Applications and Mid-Year Admissions**

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available at Outwood Academy Bydales. If Outwood Academy Bydales is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents/carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

All parents/carers seeking a place for their child at Outwood Academy Bydales after the start of the academic year must contact the Admissions Officer at the LA. On receipt of the request for admission from the LA, the school will contact the parent(s)/carer(s) to invite them to meet with the Head Teacher or Senior Staff member, to discuss arrangements for admission.

The purpose of this discussion is to ensure that parent(s)/carer(s) are fully aware of the expectations that the school has in areas such as behaviour, uniform code and learning. The discussion is intended to replicate the induction procedures in place for the parent(s)/carer(s) of Year 7 pupils joining us at the start of the academic year.

### **Applying the Fair Access Protocol (FAP) for Mid-Year Admissions**

Outwood Academy Bydales will adhere to the (FAP) agreed by the schools in the Redcar & Cleveland Schools and Colleges Improvement Partnership (SCIP) outlined below.

#### *Procedure*

Any child wishing to move schools 'in-year' will be placed through the FAP. Receiving schools make a decision as to whether the child is definitely 'hard to place' within a 6-week time frame which triggers entry onto the rolling total and access to any specific provision.

#### *Pupil Allocation*

Pupils will be admitted to schools under the FAP in line with the agreed formula using a turn-taking rota system. The chronology of the FAP admissions will be used to identify the school whose turn it is next to admit. When a pupil needs to be placed under the protocol, the school on top of the list for the cluster in which the child lives will be approached. When a school admits a pupil under the protocol the school moves to the lowest position on the list. Schools will not normally be asked to admit FAP pupils in quick succession.

The FAP admission quota for each secondary school is based on NOR, taking 1.5% as the placement percentage and rolls forward from year to year.

#### *Monitoring Arrangements*

The Redcar & Cleveland FAP will be monitored half-termly by the Behaviour and Attendance Partnership (BAP). LA Officers will provide accurate up-to-date data.

### **Allocation of Places which become available before Appeal Hearings**

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

## **Waiting Lists**

Those pupils who have not been allocated their highest rank preference for Outwood Academy Bydales will automatically be placed on a waiting list. Parents/carers may request that their child's name be placed on a waiting list for Outwood Academy Bydales. If places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 only until the end of the Autumn Term 2016.

## **Appeals**

The parents/carers of any child who is refused a place at Outwood Academy Bydales has a right of appeal to an Independent Appeals Panel. The panel consists of three people who are fully independent of the school's Governing Body and the Local Authority. The panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Governing Body and the parents/carers must abide by the decision it makes.

## **ADMISSION OF YEAR 8, 9, 10 AND 11 PUPILS – SEPTEMBER 2016**

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out above will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the Autumn term in September 2016, please contact the Local Authority - please refer to Paragraphs 1 and 2 on Page 5

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.



## SECONDARY SCHOOLS

### TIMETABLE FOR CO-ORDINATED ADMISSION ARRANGEMENTS - 2016/17 SCHOOL YEAR

W/C 1 September 2015	<ul style="list-style-type: none"> <li>• Send out application information</li> <li>• Online application website opens</li> </ul>
Friday 30 October 2015	<ul style="list-style-type: none"> <li>• Closing date for receipt of online and paper applications.</li> </ul>
Friday 13 November 2015	<ul style="list-style-type: none"> <li>• Send supplementary forms to VA schools and preference details to academies.</li> <li>• Send application details for schools in other LAs to those LAs.</li> </ul>
Friday 8 January 2016	<ul style="list-style-type: none"> <li>• VA schools and academies to advise LA of pupils who could be offered places.</li> </ul>
Friday 22 January 2016	<ul style="list-style-type: none"> <li>• LA will have compared all lists and allocated places in accordance with the highest expressed preference where possible.</li> <li>• LA to inform other LAs of places to be offered to their residents.</li> </ul>
Tuesday 1 March 2016	<p><b>NATIONAL OFFER DAY</b></p> <ul style="list-style-type: none"> <li>• LA sends letters to all parents informing them of the allocated schools.</li> <li>• LA informs schools of final offers.</li> </ul>
Friday 25 March 2016	<ul style="list-style-type: none"> <li>• Closing date for appeal forms.</li> </ul>
May - July 2016	<ul style="list-style-type: none"> <li>• Appeals to be heard by Independent Panels.</li> </ul>
End of Autumn Term 2016	<ul style="list-style-type: none"> <li>• Admission round ends.</li> <li>• Waiting lists close.</li> </ul>