



SARUM
ACADEMY

Admissions Policy

Sarum Academy values every child, creating an exciting learning environment, shaping aspiration and transforming future opportunities: pupils feel safe and happy and are nurtured and encouraged as they aim to achieve and excel whilst establishing their own unique identity.

Sarum Academy Vision document. March 2016



Sarum Academy

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This policy applies to Sarum Academy staff, pupils, prospective pupils and parents.

1. Policy Statement

- 1.1** This document sets out the admission arrangements for Sarum Academy. The Academy Trust will ensure that all admission arrangements are compliant with the School Admissions Code and the School Admissions Appeal Code and with the law on admissions as it applies to maintained schools to allocate and offer places in an open and fair way.
- 1.2** The Academy Trust will act in accordance with, and ensure that the Independent Appeal Panel is trained to act in accordance with all relevant provisions of the School Admissions Code and the School Admissions Appeals Code.
- 1.3** The Academy Trust will participate in the Admissions Forum established by Wiltshire Local Authority and have regard to its advice including participation in the co-ordinated arrangements of the local Fair Access Protocol.
- 1.4** The Secretary of State may:
- a) Direct the Academy Trust to admit a named pupil to Sarum Academy on application from a local authority. Before doing so the Secretary of State will consult with the Academy Trust.
 - b) Direct the Academy Trust to admit a named pupil to Sarum Academy if the Academy Trust has failed to act in accordance with the applicable admissions and equalities legislation or the provision of the Codes.
- 1.5** Where the Admission arrangements are different from the Admission arrangements currently in existence for the Academy, the Academy shall apply to the Secretary of State for him to consent to such amended Admission arrangements.
- 1.6** There is no faith criterion as part of the Admissions Policy. Children from families of all faiths, or none, are very welcome. Applications will be considered irrespective of gender, religion, ethnicity or country of origin, disability or academic ability.

2. Responsibilities

- 2.1** The Governing Body will determine the Pupil Admission Number (PAN) for each academic year.
- The PAN for Years 7-11 2017 - 2018 is 150
The PAN for Year 12 2017 - 2018 is 150
- 2.2** The Academy Trust will ensure that Admissions and Appeals are conducted in accordance with the relevant Codes.
- 2.3** Sarum Academy will publish in the Prospectus information about arrangements for admission, including oversubscription criteria each September for the following year (e.g. in September 2016 for admissions in September 2017).

- 2.4** The designated deputy responsible for admissions will ensure that information pertaining to Admissions and transfer arrangements, including the Induction process is communicated to all relevant parties. This will include details of Open Evenings and other opportunities for pupils and their parents to visit the Academy.
- 2.5** The Local Authority will ensure that it operates within the agreed arrangements, communicating and updating the Academy with regard to applications.

3. Procedures

- 3.1** Arrangements for applications for places at Sarum Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant Local Authority.
- 3.2** The Academy will use the Wiltshire Local Authority timetable for applications each year (exact dates within the months will vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Wiltshire Local Authority as agreed by the Admissions Forum, local schools and Academies.
- 3.3** Up to date information with relevant dates for the academic year will be published on the Sarum Academy website, including closing dates for applications.
- 3.4** During the Autumn Term the Academy will provide opportunities for parents to visit Sarum Academy and to meet with Staff.
- 3.5** Parents complete the Common Application Form by October 31st and return this to the Local Authority.

The closing date for applications (2017 – 18) for secondary placements is 12 Noon 31st October 2016. Applications can be made online. The Academy will ensure its application process enable parents to apply before the deadline.

- 3.6** The Local Authority sends lists of applications to the Academy and updates as the appeals process progresses.
- 3.7** The designated deputy with responsibility for admissions will communicate with Local Primary Schools and their parents regarding their choice; in particular those pupils who miss the deadline for applications.
- 3.8** The admission of pupils with Statements of Special Educational Needs is conducted through a separate process. Parents of these pupils should contact their home Local Authority SEN Department.

Operation of Waiting Lists

- 3.9** Subject to any provision regarding waiting lists in the LA's co-ordinated scheme, the Academy will operate a waiting list in each year group admitted on or after September 2017. This will be maintained by the Academy and will be open to any parent to ask for his or her child's name to be placed on the waiting list, following unsuccessful application.

- 3.10** Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out below. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria where the child with the highest priority being offered the available place.

Consideration of Applications

- 3.11** All applications will be considered equally. Where fewer than the published admission number(s) for relevant year groups are received, Sarum Academy will offer places to all those who have applied. All children whose statement of special educational needs (SEN) or Educational, Health and Care (EHC) plan names the Academy must be offered a place.

- 3.12** Where the number of applications for admissions is greater than the published admission number, applications will be considered against the following criteria and in the order in which they are set out below.

- a) Looked after Children and all previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to child arrangements order or special guardianship order). A looked after child is a child who is (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).
- b) Admission of pupils who need specialist provision due to their complex needs. This applies to pupils who have Special Educational Needs, who do not have a statement and through a review process have been identified as in need of 'named' mainstream school that can offer relevant support and resources.
- c) Admission of pupils whose siblings currently attend the Academy and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those who live at the same address and either:
 - have one or both natural parents in common
 - are related by a parent's marriage
 - are adopted or are fostered
 - their parents are married / co-habiting and children live together in the same household, including step-siblings
 - are children of the same household
- d) Admission of pupils whose normal address is in the Sarum Academy catchment area at the time of their application to the Academy.
- e) Pupils who have social or medical reasons for being admitted to the Academy which would, should the pupil not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case we will need proof from an independent person such as a medical specialist, social worker, Educational Welfare Officer, or another professional, who has been involved with the pupil over a period of time.
- f) Children who live outside the catchment area, based on distance from the Academy.
- g) If the Academy is oversubscribed within a single criterion, it will prioritise on the basis of proximity of the normal address to the school closest first. The distance,

which determines how close a pupil lives to the Academy is the measurement from the main entrance of the pupil's normal address to the main entrance of Sarum Academy, using the safest walking route measured by Google maps or something similar.

- h) If two or more children with the same priority for admissions live in an indistinguishable distance from the Academy, then the place/s will be decided by means of casting lots.

3.13 Sarum Academy believes that strong parental involvement is essential for the success of every pupil and all parents and pupils will be invited to meet with staff and the senior team once a place is offered. This will form part of the Induction Process.

3.14 Parents have the right of appeal to an independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. Appeals should be addressed to the Clerk to the Governors, c/o Sarum Academy.

Arrangements for Admitting Pupils into Year 12

3.15 Sarum Academy has capacity for 250 pupils in the 6th Form. It will provide places for at least 150 internal applicants and external pupils in Year 12.

3.16 The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission or transfer to the Post 16 provision. Both internal and external pupils wishing to enter the 6th Form will be expected to meet the minimum academic requirements for entry into the Academy's 6th Form.

3.17 In addition to the 6th Form's minimum academic entry requirements pupils will need to satisfy minimum entry requirements to the courses they are applying. Each year the Academy will consult on and publish minimum grades for each subject. If either internal or external pupils fail to meet the minimum course requirements, they may be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

3.18 The Academy reserves the right to refuse admission to applicants who have previously been permanently excluded from the Academy.

3.19 When the 6th Form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

3.20 Where there are more external applicants that satisfy academic requirements than the number of Post 16 places available and after the admission of pupils with Statements of Special Educational Needs where Sarum Academy is named on the statement, the following criteria will apply in the priority order listed below:

- a) Looked after children, as previously defined
- b) Where the pupil has a brother or sister, as previously defined, currently attending the Academy
- c) Proximity of the pupil's home to the Academy as previously defined

3.21 There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Arrangements for admitting pupils to other Year Groups

- 3.22** All applicants outside the normal admissions round must be made by completing a Local Authority Common Application Form and returning to the (LA) Wiltshire Council The schools named on the form must only be schools named in Wiltshire.
- 3.23** If an application is made for a pupil to be admitted to the Academy and the required Year Group is below the Published Admissions Number applicable to the age group, the pupil will be accepted. However, the Academy may refuse the right to admit a child where there are places available on the grounds that the admission would prejudice the provision of efficient education or the efficient use of resources:
- i) In any Year Group when a permanently excluded pupil on two or more occasions
 - ii) Outside the normal admissions round when a pupil is challenging and the Academy already has a high proportion of challenging pupils on roll
 - iii) Circumstances outlined in paragraphs 3.8 - 3.15 of the Code (or its successor) apply

Such pupils must be referred to the In Year Fair Access Panel under the Wiltshire Fair Access Protocol.

- 3.24** Parents whose application is refused shall be entitled to appeal.
- 3.25** Admission to Year Groups without a published Admission Number will be based upon the size of the teaching group and the efficient use of resources.

Arrangement for Appeals

- 3.26** The Appeal Panel will be independent of the Academy and will comprise of a minimum of three members who will include at least one independent person, who has no professional experience of education or personal experience of the Academy, known as a lay member; and at least one independent person with experience in education.
- 3.27** Parents have the right to attend the Appeal Panel meeting in person and to make an oral representation - that is to clarify or supplement their written appeal. The parent may be accompanied by a friend, an adviser or a representative. Parents may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.
- 3.28** The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education.
- 3.29** The letter sent to parents notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the parent with a written statement detailing the reason(s) why it has not been possible to allow the child to attend the Academy and will explain the parent's right of appeal.
- 3.30** Parents wishing to appeal against an admission decision by the Academy should write to the Appeal Panel, via the Clerk to the Governors. Other documentation may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel.

- 3.31** Any materials presented by the Academy to the Clerk will, in general, be sent in advance to the parents and any materials presented by the parents will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.
- 3.32** Parents will be given 14 days' notice of the appeal hearing, unless they agree to a shorter period of notice. Where a parent fails to attend an Appeal Panel hearing for which 14 days' notice has been given (or a shorter period if the parents have given their prior agreement), the Clerk will offer a second hearing and provide 14 days' notice of that appeal hearing, unless the parents agree to a shorter period of notice. In offering a second hearing, the Clerk will advise the parents in writing that if they do not attend the second hearing, their written appeal will be considered by the Appeal Panel in their absence.
- 3.33** The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision within 2 working days of the end of the hearing. The parent will also be informed of the outcome in writing by the panel within 5 days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents a written statement setting out its reason for not upholding the appeal.

4. Policy Review

- 4.1** This policy will be reviewed annually as part of the Academy's review process.