Admission Arrangements – Code of practice for Admission to Year 7 in September 2017 and In-Year Admissions from September 2017

Status: Statutory
Governors Adopted: December 2015
Renewal period: Yearly (7yrs without changes)
Review Date: December 2016.
Ansford Academy

Admission Arrangements for Transferring to year 7 in September 2017 or joining a year group during the 2017/18 academic year

1.0 Introduction

The Governing Body is the Admissions Authority for Ansford Academy.

The governors admission arrangements and practices comply fully with the requirements of the School Admissions Code and School Admissions Appeals Code. All admission decisions are taken by an Admissions Committee which comprises of at least three governors.

Ansford Academy operates a designated catchment area.

The academy caters for students aged 11 - 16.

Governors liaise with the Local Authority, which is required to co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with the Somerset Local Authority published Co-ordinated Admissions Scheme for September 2017 which is available from Somerset County Council. (See contact details at end of this document).

2.0 Published Admission Number and admission limit

The Published Admission Number for year 7 and the admission limit for all other years groups is **120**.

3.0 The Application Process

(a) Applications to transfer to year 7 in September 2017

Applications must be made directly to the applicants home Local Authority, to be received no later than **23.59 hours on 31 October 2016**. Application forms for children to start in year 7 which are delivered or post marked after 23.59 hours on 31 October 2016 will be recorded as **late** and cannot be administered until all on time applications have been considered.

Somerset Local Authority will forward all September 2017 applications to the Governing Body for decisions. If there are more applications than places available, the governors will rank them against the published oversubscription criteria set out below. The governors’ decisions will be notified to Somerset Local Authority for final co-ordination after which decision letters will be sent out by the applicants home Local Authority on 1 March 2017 by email or second class post.

(b) Applications to join any year group during the academic year (in-year)

Applications must be submitted using the governors, in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to
the school office at any time during the academic year (see contact details at the end of these arrangements). Applications will not be considered more than 6 weeks or half a term in advance of the place being required.

The Governors’ Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday and applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 21 school days and applicants will need to confirm acceptance within this time.

4.0 Over Subscription Criteria

Following the admission of any children with a Special Educational Needs Statement or an Education, Health and Care plan naming Ansford Academy, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications. Places will be allocated strictly in accordance with the national ‘Equal Ranking with Preference’ allocation method.

1. Looked After Children – Children who are in the care of a Local Authority or have been previously and are now formally adopted or subject to a residence/child arrangement or special guardianship order. (see important notes)
2. Children entitled to receive free school meals as at the application closing date
3. Children living within the designated Ansford Academy catchment area who will have sibling(s) attending the academy at the time of admission
4. Children living within the designated Ansford Academy catchment area
5. Children who are on roll at one of the identified feeder primary schools in year 6 by the application closing date (see section 7.0)
6. Children of permanent staff employed at the academy for at least two years prior to the application closing date
7. Children not satisfying a higher criterion

Important Notes

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). Adoption is defined under the terms of the Adoption and Children Act 2002.

Multiple birth applications (for example twins)

In the case of multiple birth applications, where to allocate to the Published Admission Number would involve splitting siblings, a place(s) will be allocated above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.
5.0 Tie Breaker

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two straight line distances are exactly equal, priority for available places will be decided by drawing lots independently.

6.0 Catchment Map

A copy of the Ansford Academy designated catchment map can be viewed by arrangements with the school office, or viewed electronically on the Somerset Local Authority website www.somerset.gov.uk/admissions

7.0 Feeder Primary Schools

The feeder Primary Schools referred to in criterion 6.0 are Castle Cary Primary School, Ditcheat Primary School, Bruton Primary School, Evercreech CofE Primary School, Keinton Mandeville Primary School, Lovington CofE Primary School, North Cadbury CofE Primary School and Countess Gytha Primary School.

8.0 Right of Appeal

Applicants whose school place application is turned down have the legal right to appeal to an independent appeal panel against this decision. Details concerning how to appeal will be explained in the decision letter. Information on the timetable for the appeals process is available on the school website by 28 February each year.

9.0 Waiting lists

Waiting lists will be maintained for every oversubscribed year group during the 2017/18 academic year. These lists will hold the names of every child formally refused admission; in ranked order according to the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list and will be maintained until the end of the academic year. If a place becomes available within the Published Admission Number or admission limit, this will be offered for the highest ranked child at that time. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

10.0 Withdrawing places

The Governing Body reserves the right to withdraw the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading
- The child has not started at the School within 21 days of the agreed start date
11.0 Statement of Special Educational Needs/Education, Health and Care plan

Students with a current Statement of Educational Needs or Education, Health and Care plan naming Ansford Academy must be legally allocated a place within the Admission Number before any other students are considered or the Oversubscription Criteria are applied.

12.0 Retained or Accelerated entry

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows:

- The parent/carer is required to make an application for their child’s normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group and attach supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
- One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

13.0 Children from Outside the UK

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. [http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/](http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/)

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.
14.0 Issues relating to shared residency arrangements

Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

15.0 Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government’s commitment to removing disadvantage for service children. In-year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation in provided as proof of posting (an official government letter e.g. MOD, FCO or GCHQ declaring a relocation date and intended posting).

Usually, an in-year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

16.0 Supplementary Information Form (SIF)

In order for application to be considered against criterion 2 applications will need to use the appropriate Supplementary Information Form (SIF) to demonstrate their ability to meet the particular criterion.

17.0 Glossary and Definitions

Siblings
For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household.

Parent
Natural parents, whether they are married or not, any person who although not a natural parent, has parental responsibility for a child or young person. Any person who although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child irrespective of what their relationship is with the child is considered to be a parent in education law).
Home Address
The home address is important as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or suitable rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Distance Measurements
For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail.

18.0 Contact information
Ansford Academy
Maggs Lane
Castle Cary
Somerset
BA7 7JJ
Telephone number: 01963 350 895
Fax number: 01963 351 357
E-Mail Address: mailbox@ansford.org.uk

Somerset Local Authority
Admissions & Entitlements Team
County Hall
Taunton
Somerset TA1 4DY
www.somerset.gov.uk/admissions
Telephone: 0300 123 2224
ANSFORD ACADEMY
SUPPLEMENTARY INFORMATION FORM
Admission in 2017

To be completed by the parent/carer

The governing body is the admissions authority for Ansford Academy and has responsibility for setting the admission arrangements.

Criterion 2 in the over-subscription criteria for Ansford Academy prioritises pupils who are eligible for free school meals as at the application closing date.

It may be that you feel you are eligible for consideration under this criterion. If so, please provide evidence that you are entitled to the relevant benefits stated above and that the entitlement is current. Please complete this form and return it with the necessary evidence with your school place application by the closing date of 31 October 2016. If you do not wish your child to be considered under the above criterion, this form is not necessary.

It is entirely the responsibility of the applicant to ensure that any Supplementary Information Form is returned on time.

Name of child:
Surname . . . . . . . . . . . . . . First names . . . . . . . . . . . . . . . . . . . .

Date of birth . . . . . . . . . . . . . . . . . . . . Boy Girl

Please place a tick in the box which describes your circumstances

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<tr>
<th>criterion</th>
<th>Children entitled to receive free school meals as at the application closing date</th>
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Please include evidence: to show your child is eligible for free school meals; This includes income support, Employment Support Allowance (income related), Income-based job seekers allowance, Guaranteed Element of State Pension credit, Support under part VI of the Immigration and asylum act 1999, Child Tax Credits without working tax credits with an annual taxable income of less than £16190.