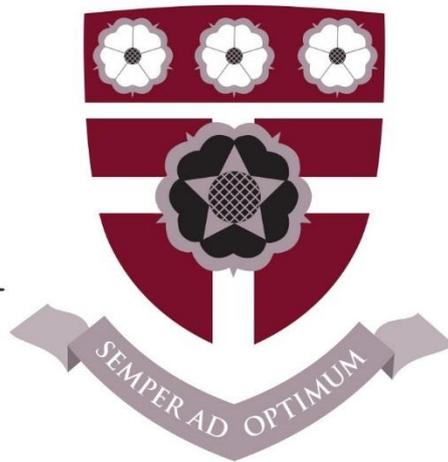


**VALE OF  
YORK  
ACADEMY**



# Admissions Policy

**Date of issue:** September 2017

**Policy review date:** September 2018

**Policy status:** Statutory

**Responsible member of SLT:** Helen Dowds

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## Statement of intent

At Vale of York Academy, we welcome all students, irrespective of faiths, cultures, races, disabilities or family backgrounds.

We admit our students in-line with the Equality Act 2010, School Admissions Code 2014, the School Admission Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998.

The purpose of this policy is to ensure that all academy places are allocated and offered in an open and fair way.

The number of places available is determined by the capacity of the academy, and is called the 'agreed admissions number'. Our published admissions number (PAN) is 190.

The table below sets out the admission authority and other responsible bodies in our academy.

<b>Type of academy</b>	<b>Who is the admission authority?</b>	<b>Who deals with complaints about arrangements?</b>	<b>Who is responsible for arranging/providing for an appeal against refusal of a place at a academy?</b>
Academy	Academy trust	School's adjudicator	Academy trust

Signed by:

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Chair of governors: \_\_\_\_\_ Date: \_\_\_\_\_

## **1. Legal framework**

- 1.1. This policy has due regard to the related statutory legislation, including but not limited to, the following:
  - Equality Act 2010
  - Human Rights Act 1998
  - School Standards and Framework Act 1998
- 1.2. This policy also has due regard to statutory and non-statutory guidance, including, but not limited to, the following:
  - DfE (2014) School Admissions Code
  - DfE (2012) School Admissions Appeals Code

## **2. The admissions process**

- 2.1. The LA must collate and publish all the admission arrangements in the area in a single prospectus.
- 2.2. Parents apply to the LA for places at their preferred school/academy. They may express a preference for up to four schools/academies. The common application form (CAF) allows parents to provide their name, address (including proof of address), and date of birth of their child. If an academy or school is undersubscribed, any parent that has stated a preference for that academy or school must be offered a place. If an academy or school is oversubscribed, the academy or school must rank applications against its published oversubscription criteria and send that list back to the LA.
- 2.3. All preferences are collated and parents then receive an offer from the LA at the highest preference academy or school available.
- 2.4. Vale of York Academy, as well as all other schools and academies, is required to comply with the Greenwich Judgement (1989), which states that maintained schools may not give priority to children for the sole reason that they live within the LA's administrative boundaries. We do not treat students living outside the LA area in which the academy is located less favourably just because they live outside the area.
- 2.5. Admission authorities must determine arrangements annually. If no changes are made for seven years, the arrangements must be consulted on for a minimum of six weeks and take place between 1 October and 31 January.
- 2.6. Determined arrangements can be objected to and referred to the school's adjudicator by 15 May in the determination year. Any decision made by the school's adjudicator must be acted on by the admission authority and arrangements amended accordingly.

### **3. Adopting clear and fair admissions**

#### **3.1. Unacceptable admission criteria – our admission arrangements will not:**

- Place any conditions on the consideration of any application other than those in the oversubscription criteria.
- Take into account any previous academy's or schools attended, unless it is a named feeder academy or school.
- Introduce any new selection by ability.
- Prioritise students whose parents rank the academy higher than others.
- Give priority to children whose parents provide financial or practical support to the academy.
- Give priority to children based on the occupational, marital, financial or educational status of their parents.
- Discriminate against those applying for a place outside their normal age group, where the admission authority has agreed to this practice.
- Name fee-paying schools as feeder schools.
- Include interviews for children or parents.

### **4. Admission arrangements**

#### **4.1. Drafting admission arrangements – Vale of York Academy will include:**

- A clear, fair and objective set of admission arrangements and oversubscription criteria.
- A PAN for each relevant age group.
- Oversubscription criteria for each point of entry.
- Procedures to admit students with an Education, Health and Care (EHC) Plan which names the academy.
- Procedures to give highest priority to looked after children (LAC) and previously looked after children (PLAC).
- An explanation of the right of appeal to an independent appeals panel.
- A requirement for parents of children in an attached nursery unit or a unit run by the academy to apply for a place in reception.

4.2. Vale of York Academy is its own admission authority. Our academy trust is responsible for consulting on and determining the admission arrangements in accordance with the School Admissions Code. Our trust will consider applications to the academy rather than the LA. Our trust becomes responsible for organising admission appeals in compliance with the School Admission Appeals Code, not the LA.

#### **4.3. Determining admission arrangements**

- At a meeting of the trust, governors will view the admission arrangements and be asked to consider them and agree to them as final. They will agree to them by quorate according to the terms of their articles.

- A decision will be minuted and, once made:
  - The trust must notify all relevant parties and those consulted of the School Admissions Code.
  - The trust will publish the arrangements on the academy website.
  - The trust will send a copy of the arrangements to the LA by 15 March.
- Once the objection period is over (15 May), the trust will provide the full arrangements to the LA before 8 August for inclusion in the local admissions prospectus.

## **5. Considerations**

### **5.1. Children outside their normal age group**

- Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

### **5.2. Children of UK service personnel**

- For families of service personnel with a confirmed posting to their area, or Crown servants returning from overseas to live in that area, admission authorities must allocate a place in advance.

### **5.3. Children from overseas**

- Admission authorities must treat applications for children coming from overseas in accordance with European Union (EU) law or Home Office rules for non-European Economic Area (EEA) nationals.

### **5.4. Excluded children**

- Admission authorities must not refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more academies or schools, there is no need for an admissions authority to comply with parental preference for a period of two years from the last exclusion.

### **5.5. Fair access**

- Children who have moved into our area, or who need to move academy as a result of severe bullying or social issues, are covered by our Fair Access Protocol.
- Children under this protocol may be offered a place even if there are no places available in the relevant year group, and will take priority over other children on the waiting list.
- The list of children to be included in a Fair Access Protocol is agreed with the majority of academies or schools in the area but **must**, as a minimum, include the

following children of compulsory school age who have difficulty securing a academy or school place. Children who will be considered will be:

- Children from the criminal justice system or student referral units who need to be reintegrated into mainstream education.
  - Children who have been out of education for two months or more.
  - Children of Gypsies, Roma, Travellers, refugees and asylum seekers.
  - Children who are homeless.
  - Children with unsupportive family backgrounds for whom a place has not been sought.
  - Children who are carers.
  - Children with special educational needs, disabilities (SEND) or medical conditions (but without a statement or EHC Plan).
- Admission authorities **must not** refuse to admit children in the normal admissions round on the basis of their poor behaviour elsewhere. Where a child has been permanently excluded from two or more academies or schools, there is no need for an admission authority to comply with parental preference for a period of two years from the last exclusion. The twice excluded rule does not apply to students who were below compulsory school age at the time of the exclusion, children who have been re-instated following a permanent exclusion (or would have been had it been practicable to do so), and children with SEN statements or EHC Plans.

## 6. Adopting oversubscription criteria

6.1. Common oversubscription criteria include where the child:

- Is in receipt of student premium and service premium or any sub-category such as those registered for free school meals.
- Has siblings currently or formerly attending the academy.
- Has a parent(s) employed by the academy for at least two years or recruited to fill a demonstrable skill shortage.
- Has medical or social needs, such as bullying, abuse etc., and written support for their application from a specialist.
- Is from a named feeder academy or school.
- Resides in a catchment or priority area.

6.2. If a child's SEN statement or EHC Plan names our academy, they must be admitted.

6.3. Criteria must be clear, reasonable, objective, procedurally fair and comply with all relevant legislation. It must not disadvantage a child from a particular social or racial group, or a child with a SEND.

6.4. Vale of York Academy's oversubscription criteria include:

- Distance from academy.
- Siblings at the academy.
- Supplementary application form.

- Any catchment area.
- Waiting list arrangements.
- An effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

## 7. Admission appeals

- 7.1. Parents have the right to appeal an admission authority's decision. An independent appeals panel must hear the appeal and our academy must act according to the panel's decision.
- 7.2. Details for appeal are available from the Hope Learning Trust website including the date by which an appeal must be submitted. Parents **must** be informed that, if they wish to appeal, they **must** set out their grounds for appeal in writing. Admission authorities **must not** limit the grounds on which appeals can be made.
- 7.3. Where a maintained academy or academy is to be closed, the LA **must** collaborate with all academy's and schools in the area to consider the best way to secure provision for children in other local academy's and schools.
- 7.4. Vale of York Academy is required to offer all students refused admission the right to an appeal in front of an independent appeals panel. We are responsible for setting up the appeal and must do so in accordance with the School Admission Appeals Code. The panel must be independent of the academy.
- 7.5. Any person or body who considers our arrangements unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the school's adjudicator. The school's adjudicator must consider whether the referred arrangements comply with the Code and with the law relating to admissions.
- 7.6. Objections to admission arrangements for entry in September 2019 must be referred to the school's adjudicator by 30 June 2018. For all subsequent years, objections must be referred to the school's adjudicator by 15 May in the determination year.

## 8. Student registration regulations

- 8.1. Vale of York Academy promotes good attendance, aims to reduce absence and acts early to address patterns of absence.
- 8.2. The 'Pupil Registration Regulations 2006' make it compulsory for academy's and academies to keep and maintain an admissions register and an attendance register for every student.
- 8.3. Our admissions register contains an index in a clearly identified order and the following fields:
  - The student's full name

- The student's gender
- The name and address of every person known to be a parent of the student
- The emergency contact number for at least one parent
- The day, month and year of the student's birth
- The day, month and year of the student's admission or re-admission to the academy
- The name and address of any previous academy that the student has attended

8.4. The attendance register will specify, both in the morning and afternoon sessions, whether each student recorded on the register is:

- Present.
- Absent.
- Attending an approved educational activity.
- Unable to attend due to exceptional circumstances i.e. bereavement or sickness.

8.5. We ensure any information recorded in the registers is legible and recorded in ink or electronically. Subsequent corrections made to either register are clearly distinguishable from the original entries.

8.6. **Children at risk of missing education:** Vale of York Academy must inform the LA of any student who will be deleted from the admission register, and must have LA agreement before a decision is made.

## 9. Terms and conditions

9.1. Copies of our academy's terms and conditions are made available to parents during the admissions process.

## 10. Monitoring and review

10.1. This policy will be reviewed by the governing body on an annual basis.

10.2. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.