

## Admissions Policy 2018-19

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<b>Authorised By</b>	Bright Tribe Trust
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## 1. Mission Statement

Bright Tribe Trust (Bright Tribe) brings a new energy and approach to providing the best education for our pupils. Through proven practices, Bright Tribe will transform the learning of pupils, raise standards and provide the highest quality learning environments, enabling pupils and teaching staff to thrive and be the best. Bright Tribe's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

Bright Tribe's values:

### Learn

Provide the best education for every pupil.

Ensure the highest quality teaching and learning.

Work with the family, parent or carer.

### Grow

Grow our pupils' futures.

Develop the best teaching staff.

Provide the best learning environment and supporting technology.

### Prosper

Lead the way in education.

Realise the opportunities.

Be connected to the community.

## 2. Introduction

Colchester Academy (the Academy) is a mixed, 11 to 16, fully inclusive academy in Colchester. It is part of Bright Tribe Trust, a multi-academy trust set up to raise the standards of education in the North and East of England. Our aim is to provide the best education for our students; one that recognises their individual needs and supports them to achieve the very best from their education; praising and challenging; building confidence, self-worth and life skills and enabling them to achieve the highest academic and vocational standards.

Bright Tribe Trust (the Trust) is the overall admissions authority for the Academy with local decision making for admissions delegated to the Academy's regional ARC group.

The Academy is part of the co-ordinated admissions arrangements operated by Essex County Council (the Local Authority) and the Local Fair Access Protocol.

The Academy will comply with School Admissions Code (DfE Dec 2014) and the School Admission Appeal Code (the Codes). This policy is based on the current codes but will be reviewed in the light of any future changes in the law.

## 3. Secondary School Year 7 Admission Point

This is September 2018 for a child whose 11th birthday falls between 1st September 2017 and 31st August 2018.

## 4. Admission Numbers

The academy's admission number for entry to Year 7 in September 2018 and subsequent entry into Year 8 to Year 11 will be 240.

## 5. Admissions Procedure for Year 7 (Local Authority Co-ordinated Admission Scheme)

Admissions to Colchester Academy Year 7 will be administered by the Local Authority according to its co-ordinated admissions scheme. Parents and carers should apply for their child's place at the Academy online at:

<http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>

Alternatively parents may use the Local Authority's Common Application Form available from the School Admissions Team at Essex County Council.

Parents' and carers' children resident in other authorities must submit an application to their home authority on the application form provided by that authority.

### Allocation of Places

Pupils will be admitted without reference to ability or aptitude.

Children who have a Statement of Special Education Needs or Education, Health and Care Plan, which names Colchester Academy, will be allocated a place.

If the number of applications does not exceed the number of places available all applicants will be granted a place at the Academy.

## 6. Allocation of Places Transfer to Year 7

Applications will be considered against the following criteria (please see the explanatory notes at Appendix 1 of this policy) in the order set out below.

Where Colchester Academy is named on a pupil's Statement of Special Educational Needs or Education, Health and Care Plan that child will be admitted by the Academy.

### Criterion 1

Children in care and children who were previously in care but immediately after being in care became subject to an Adoption, Child Arrangement, or Special Guardianship Order. See Note 1 in Appendix 1.

### Criterion 2

Children who have a sibling, currently attending the Academy in Years 7-10. See Note 2 Appendix 1.

### Criterion 3

Children attending the following main feeder primary schools:

- Fingringhoe CE (VA) Primary School
- Friars Grove Primary School
- Hazelmere Junior School
- Parsons Heath CE (VC) Primary School
- Roach Vale Primary School
- St Andrew's Junior School
- St John's CE (VC) Primary School
- St Lawrence CE Primary School, Rowhedge
- Willow Brook Primary School

#### Criterion 4

All other applications.

#### Oversubscription Tie-breaker

The Academy uses distance as a measure to prioritise applications, both within each individual criterion and as a final criterion. In the case of oversubscription, places will be determined by proximity of the child's home to the Academy. The closest to the Academy will have highest priority as measured in a straight line. The LA's calculation for straight line distances applies. Please refer to Note 3 Appendix 1.

Waiting list held until: end of autumn term.

## 7. Waiting Lists

Waiting lists will be maintained for the Academy and year groups where necessary for children not offered an academy place. Position on the list will be determined by applying the over-subscription criteria. Waiting lists will be held until the 31<sup>st</sup> December when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol. The waiting list will be adjusted to take account of late, or in-year, applications.

## 8. Late Applications

These are considered as detailed in the Local Authority's co-ordinated admission scheme <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/Admissions.aspx>.

## 9. In-year Applications

### 9.1. In-year Applications (After the Normal Admissions Round)

There will be cases where parents wish to make an application outside the normal point of entry (referred to as 'in-year' applications) because for example:

- During the school year (because, for example, they are moving house or moving to Essex from outside the area)
- For the start of the school year but in a different age group from the school's normal year of entry
- For the school's normal year of entry on or after 1 September in the school year in which the child is to be admitted to the school.

### 9.2. How to apply for In-year Admissions

As the Local Authority is no longer required to manage 'in-year' applications, parents must apply directly to the Academy for an admissions form: Please contact Andrew Robinson at Colchester Academy.

## 10. Admissions outside a Normal Age Group

Requests from parents for an academy place outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Such applications should be made as part of the normal admissions round (i.e. the age group to which pupils are normally admitted to the school). Each case will be considered on its own merits and

circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, the previous school and any relevant professionals asked for their opinion by Colchester Academy's regional ARC group. Those refused places outside the normal age group will be informed of their statutory right of appeal.

## 11. Appeals Procedure

Any parent/carer whose child is not offered a place at Colchester Academy has the right of appeal to an Independent Appeals Panel.

Information on how to appeal will be provided with the result of the application. Parents will have 20 school days after they receive the notification to appeal the decision. Appeals must then be heard within 40 school days of this deadline.

## 12. Management of Applications

Applications will align to the Local Authority's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for applicants wishing to join the Academy the following September, including admissions arrangements and details of open evening and opportunities to visit the Academy.
- These details will also be made available for inclusion in the combined information published by Essex County Council.
- Application forms will be provided for return by 31st October 2017.
- Decisions on applications made to the Local Authority for Year 7 entry will be made during February and notified to parents, and applicants' home local authorities, on or around 1st March 2018.

The application and notification dates may vary in line with any timetable variations to application processes made by the Local Authority.

All applications received after the deadline will be considered late applications and will be considered after those received on time, in the order in which they are received. If, following consideration of all applicants, the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

## Appendices

## Appendix 1 – Explanatory Notes

These notes form part of this policy.

### **Note 1 – Children in Care**

A ‘child in care’ is also referred to as a ‘looked after child’ and 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).

A ‘child arrangement order’ is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

### **Note 2 - Siblings**

The Local Authority definition applies.

A relevant sibling is a child who has a brother, sister, adopted brother or sister or step-brother or step-sister living in the same family unit in the same family household and address, who attends Colchester Academy in any year group excluding the final year. Biological siblings who attend the Academy in any year group excluding the final year will also be treated as siblings, irrespective of place of residence. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

For mid-year applications the only variation to the definition above is that the sibling should be attending, or have been offered a place at, Colchester Academy at the time of application and determination and with a reasonable expectation that the sibling will be attending at the time of admission. Biological siblings who attend the Academy will be treated as siblings irrespective of their place of residence.

*Twins, triplets etc.*

In the normal admission round, if the last child to be offered a place is a twin and their sibling cannot be offered initially, the Academy will ensure both twins are offered a place. In the case of triplets or other multiple births, if the majority of children can be offered a place initially, the Academy will offer places to the remaining child(ren). For example if two triplets can be offered a place, the remaining child will also receive an offer of a place.

For mid-year applications, where a family moves into an area necessitating a change of school for their twins (or triplets etc.) and the majority can be offered a place then a place will be offered for the remaining child(ren). However, where the family does not move but wishes to transfer the children to the Academy and where there are insufficient places for all of them then places would not normally be offered to all.

### **Note 3 - Distance tie-breaker**

The LA’s measure for straight line distance applies. This is calculated using data provided by Ordnance Survey (OS) to measure straight line distances. The OS data plots the co-ordinates of each individual property (the home address) which are referred to as address points.

The home address is that for the child at the time of application and determination, unless, where there is a new home address, proof of an exchange of contracts or copy of a tenancy agreement can be provided by 4 January 2016.

The definition of home address is considered to be the address at which the child resides on a permanent basis or is ‘ordinarily resident’. This is generally the address of the parent/carer. In some cases, children may be ‘ordinarily resident’ for the majority of the school week, including overnight, with another relative or carer, such

as a grandparent. This may also be the case where a child resides between two parents at different addresses following the breakdown of the parental relationship. Where this is the case, the application may be processed on the basis of that address (where the child resides for the majority of the school week) and proof of address and residence arrangement will be required with the application. The child must be living with the parent, relative or carer 24 hours per day, for the majority of the school week.

Arrangements where parents can leave and collect children from another relative or carer on a daily basis will be regarded as childcare arrangements, and the child will not be deemed to be 'ordinarily resident' with that person. In all cases we expect that the adult with whom the child is 'ordinarily resident' receives the child benefit for the child (where eligible).

Straight line distance is measured from the address point of the home address to address point of the school. Distances are reported in miles to three decimal places. If a child's time is split equally between two residences, the address of the residence at which the child resides for the majority of the school week would be used to measure the distance between the child's school and home.



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