

Academy and UTCN Admissions Policy

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¹ The Review Period and the Target Review Date refer to our internal policy review process. The published policy is current and is the most recent approved version

Version Control Document

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1. Policy Statement

This policy and procedure sets out the Admissions arrangements for Academies within the TEN Group. The policy meets the Department of Education School Admissions Code (Code), School Admissions Appeals Code and Fair Access Protocols.

The 'Code' is a statutory requirement which has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

This policy sets out the procedure the TEN Group will follow in determining admissions into TEN Group Academy and UTCN educational establishments.

2. Policy Aims & Objectives

The Admissions policy and procedure aims to:

- Outline the process to follow for admissions
- Outline the key elements of the 'Code' that must be followed
- Set a published admission number with catchment area and feeder school for each educational establishment – see appendices

3. Definitions

The '**Code**' – Relates to Department of Education School Admissions Code which sets out guidance and compliance rules to admissions

Admissions Authority – Is the governing body responsible for approving admissions arrangements in academies.

Adjudicator – Is Norfolk County Council and has legal responsibilities to rule on objections, resolve disputes, make any final decisions and rule on appeals. The Adjudicator Is responsible for ensuring the 'Code' is adhered to. The adjudicator for the TEN Group is Norfolk County Council.

Academy Trust – Is the Admissions Authority at academies who ensures that the admission arrangements are compliant with the Code. They are also responsible for arranging/providing for an appeal against refusal of a place at an Academy.

Published Admission Number (PAN) – This is the maximum number of students the educational organisation can admit.

Children Looked After (CLA) – A child is looked after by a local authority if he or she has been provided with accommodation for a continuous period of more than 24 hours. Children are covered by the Childrens Act 1989 and are subject to:

- Care Order
- Interim Care Order
- Emergency Protection Order
- Police Protection Order
- Placement Order

Disability – Disability will be defined using the definition contained in the Equalities Act 2012

Siblings – Means brothers, sisters, adopted children, step-brothers and step-sisters living at the same address and children in foster care within a family unit.

Traveller – The term ‘travelling’ means travelling as part of parents’ trade or business.

Published Admission Number (PAN) –For each establishment Appendix 1 shows the admission number for each age group.

Maximum Class Size – An aspiration not to exceed more than 30 students in a class with a single teacher.

Statements of Special Educational Needs – Where the student’s statement of special educational needs names a specific establishment they will admit the child regardless of places available.

Looked after Children – Where a child is classified as looked after, the specific establishment will admit the child regardless of places available.

Siblings and Children of Staff – Where a student is a sibling, the educational establishment will admit the child regardless of places available. Where children of staff apply, the child will be admitted where the staff member has been employed for two or more years or into a position which there is a demonstrable skill shortage.

Ability or Aptitude – Ability or aptitude will not be considered in the admissions criteria for pre-16. Entry criteria for post-16 is clearly defined in Appendix 1 for each educational establishment where applicable.

Social and Medical Need – Where a student has a social or medical need, a full assessment and letter from a doctor or social worker will be required detailing the specific need.

Gypsies, Roma, Travellers, Refugees and Asylum Seekers – The educational establishment will discuss with parents and carers the best interests and needs of the students and it will consider attendance, achievements and short term goals.

Service Children – Educational establishments will allocate a place in advance of the family arriving in the area with the evidence of providing an official letter declaring relocation date and address.

Overseas – We will treat applications for students coming from overseas in accordance with the European Union Law or Home Office rules for non-European Economic Area nationals.

Distance from Educational Establishment – To determine student distance to the educational establishment, this will be measured on a straight line ‘crow fly’ basis, using ordinance survey data.

Catchment area – For each establishment Appendix 1 shows the catchment areas.

Feeder Schools – For each establishment Appendix 1 shows feeder schools.

Random Allocations – These will be used in tie break situations where one place is available and more than one student is in the same criteria.

EAL – Educational establishments will allocate a place and ensure appropriate support is provided.

4. Scope

This policy applies to all Academy and UTCN admissions within the TEN Group. It sets out procedures and defines legal regulatory responsibilities. It covers roles and responsibilities related to this.

Admission arrangements must be determined by the 28th February each year, even if there have been no changes to the publish admission number. Determined admission arrangements must be sent to the local authority and published on each educational establishment website by 15th March.

Each institution must consult when changing admission arrangements and the consultation period must be at least 6 weeks. This should take place between 1 October and 31 January.

5. Legal Requirements

The TEN Group will comply with relevant legal and statutory requirements which affect admissions. The School Admission Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998'). The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

Relevant Documents

- DfE School Admissions Code
- DfE School Admissions Appeals Code
- DfE Fair Access Protocols: Principles and Process

A number of key legal and statutory requirements will be complied with and link with this policy and procedure and include:

- Equality Act 2010
- Human Rights Act 1998
- Children's Act 1989
- School Standards and Framework Act 1998

6 Procedure

6.1 Determining Admissions Arrangements

Each Admissions Authority will determine admissions arrangements by the 15 April every year, even if they have not changed. Admissions Arrangements including the PAN for each relevant age group will be published on each institutions website.

The Admissions Authorities are not required to consult on their PAN where they propose either to increase or keep the same PAN. The Admissions Authority must consult at least the governing body/academy council where it proposes either to increase or keep the same PAN.

When changes are proposed to admissions arrangements, each Admissions Authority must consult by 1 March on their admission arrangements that apply for admission applications the following academic year. Where the admission arrangements have not changed from the previous year there is no need to consult.

The Admissions Authority must consult on their admission arrangements at least once every 7 years, even if there have been no changes during that period.

Consultation will last for a minimum of 8 weeks and will take place between 1 October and 31 January in the determination year.

The Admissions Authority will consult with:

- parents of children between the ages of two and eighteen;
- other persons in the relevant area who in the opinion of the Admissions Authority have an interest in the proposed admissions;
- all other Admissions Authorities within the relevant area (except that primary schools need not consult secondary schools);
- whichever of the governing body/academy council and the local authority who are not the Admissions Authority;
- any adjoining neighbouring local authorities where the Admissions Authority is the local authority.

For the duration of the consultation period, the Admissions Authority will publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the Admissions Authority to whom comments may be sent and the areas on which comments are not.

6.2 Applications and Offers

6.2.1 Pre-16

Local authorities will ask parents and carers to complete a common application form (CAF) enabling parents and carers to express their preference for a place. Local authorities will inform parents and carers of an allocated place based on parental choice where possible.

When the numbers and places are agreed, local authorities will inform the relevant educational establishment of Year 7 intake numbers and any in-year transfers.

UTCN admissions for pre-16 Year 10 will either be through the normal route via local authority CAF above or students can apply direct to the UTCN by completing an application form or on-line via the website. UTCN will provide to a local authority with applicants details for applications made directly to the UTCN.

Parents can appeal to local authorities where places are not as chosen.

6.2.2 Post-16

Applicants for post-16 will be able to apply via three methods:

- 'Help You Choose'
- On-line through the educational establishment's website
- Through a written application form

Entry requirements will apply to each type of provision, both academic and vocational, and conditional and unconditional offers will be based on the outcome of the following activities and information to ensure that applicants are matched to the most appropriate course.

- Interview and assessment
- Previous qualifications / experience
- Motivation
- Interest in the course
- Completion of a set task (where applicable)

- References (where applicable)
- Completion of a DBS check (where applicable)

If the TEN Group is unable to offer a place on the applicant's chosen course, the TEN Group will try to make an offer on a similar course at the appropriate level which matches the applicant's experience, qualifications, abilities and interests. Occasionally, this may result in the applicant being recommended an alternative course or educational institution.

Applications from candidates with criminal convictions will receive careful consideration. Applicants must, upon request, provide full details of any/or all unspent convictions they may have.

As a safeguarding measure, the TEN Group reserves the right to carry out a DBS check on any applicant. The outcome of such a process will be taken into consideration when making a decision on admission.

All international students will have to satisfy the requirements of the UK Government for studying in the UK, as well as meeting the entry requirements.

An applicant's place on a course is only confirmed once the applicant enrolls.

6.3 Ensuring Fairness and Resolving Issues

The TEN Group recognises the value of the diversity of its student community and is committed to widening participation to achieve this. It will, through the application of this Code, seek to encourage a broad range of applicants and will ensure the opportunity to present their achievements and potential through the application process.

No applicant will be refused admission on the basis of age, disability, gender reassignment, pregnancy, race, religion or belief, sex or sexual orientation. Applicants with disabilities who do not meet appropriate published entry requirements should not be treated differently from other students and should be offered alternative courses, where possible.

Applicants are actively encouraged to declare a learning difficulty/disability on pre-entry, throughout their course and through progression, so that an appropriate referral can be made to support them whilst on their course.

Principles:

- Applicants are treated fairly and impartially
- Applicants are appropriately guided and supported through the admissions process of the admissions authority
- Informed and sound decision making by the admissions authority is assured
- National, regional and strategic objectives are recognised and considered
- Information relating to entry criteria is up-to-date, accurate and accessible to applicants and staff.

6.4 Oversubscription Criteria

Admission numbers for each year group are set out in Appendix 1 for each educational establishment. If the educational establishment is oversubscribed, after admission of pupils with a statement of special educational needs where the educational establishment is named in the statements, priority for admission will be given to those children who meet the criteria set out below, in this order:

- 6.4.1 Children with statement of educational needs where the educational establishment is named
- 6.4.2 Children in public care or who have been adopted who are due to transfer
- 6.4.3 Children with social and medical needs who are due to transfer
- 6.4.4 Children who are due to transfer and have a sibling attending the educational establishment
- 6.4.5 Children who are due to transfer and live in the area served by the educational establishment
- 6.4.6 Children who are due to transfer and live outside the area served by the educational establishment and attends a feeder school
- 6.4.7 Service Children with appropriate documentation in place who are due to transfer
- 6.4.8 Overseas Children with appropriate documentation in place who are due to transfer
- 6.4.9 Children who are due to transfer and are children of staff who have been employed for two or more years or into a position which there is a demonstrable skill shortage
- 6.4.10 Children who are due to transfer and live outside the area served by the educational establishment

If all children within any of the above rules cannot be offered a place, the highest priority will be given to children living nearest to the educational establishment within that rule.

UTCN oversubscription criteria is set out in the relevant Appendix 1.

6.5 Appeals

6.5.1 Pre-16

Notifying applicants of the right to appeal

The education establishment will include the reason why an admission is refused which will include information about the right to appeal, the deadline to appeal and the contact details for an appeal.

The educational establishment will allow applicants 30 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Appeals must be made in writing to the Principal of the educational establishment

Admissions Authorities must comply with reasonable requests from parents for information which they need to help them prepare their case for appeal.

Appeals on admission must be heard in accordance with the appeals schedule below. The Appeals Panel will be established by the local authority, and the education establishment will ensure that their presenting officer attends

6.5.2 Pre-16 Appeals schedule

In the case of appeals round

- Appeals will be heard within 40 school days of the deadline for lodging appeals.
- Appeal applications received after the deadline for late applications, appeals should be heard within 40 school days from the deadline for lodging appeals where possible, or within 30 school days of the appeal being lodged.

For in-year appeals

- The receipt of all appeals will be acknowledged by the education establishment
- Appeals must be heard within 30 school days of the appeal being lodged.

- Notification of the date and time of the appeal hearing will be made at least 10 working days before the appeal.

Upon receipt of an appeal the Principal will

- Inform the Admissions Manager
- Appoint a presenting officer to attend the appeal hearing
- Provide evidence and relevant documentation to the Admissions Manger

The Admissions Manager will

- Contact Norfolk County Council Democratic Services to arrange an Appeal Panel
- Liaise with Norfolk County Council and Principal to ensure the appeal is carried out in line with the Admissions Code
- Provide the Appeal Panel with all relevant documents needed to conduct the hearing in a fair and transparent manner
- Communicate Appeal Date, Time, Location and order to Principal

6.5.3 Prior to the hearing

The education establishment must supply the appeal panel with all relevant documents needed to conduct the hearing in a fair and transparent manner and in accordance with the specified timetable. This must include details of how the admission arrangements and the co-ordinated admissions scheme apply to the appellant's application, the reasons for the decision to refuse admission and an explanation as to how admission of an additional child would cause prejudice to the provision of efficient education or efficient use of resources.

6.5.4 The appeal hearing

- The education establishment must provide a presenting officer to present the decision and answer questions about the case.
- The Appeals Panel will allow appellants the opportunity to attend in person or if this is not possible, written information can be accepted.
- Hearings will be held in private in the presence of all panel members.
- The order of proceedings
 - Case for the Admissions Authority
 - Questioning by the appellant(s) and panel
 - Case for appellant(s)
 - Questioning by the Admissions Authority and panel
 - Summing up by education establishment
 - Summing up by the appellant(s)
- Appeal panels will operate according to the principles of 'natural justice', in that all parties will provide a fair hearing. Those most directly relevant to appeals are:
 - a) Members of the panel must not have a vested interest in the outcome, or any involvement in an earlier stage, of the proceedings;
 - b) Each side must be given the opportunity to state their case without unreasonable interruption; and
 - c) Written material and evidence must have been seen by all the parties.
- The appeal panels will either uphold or dismiss an appeal and must not uphold an appeal subject to any specified conditions.
- The Appeals Panel must ensure that appeals are decided by a simple majority of votes cast. Where the votes are equally divided, the panel chair has a second or casting vote.
- The Appeal Panel clerk will ensure an accurate record is taken of the points raised at the hearing, including the proceedings, attendance, voting and reasons for decisions.

6.5.5 Notification

Notification of the decision of the panel will be sent to the appellant, Admissions Authority and local authority within 5 working days. The notification will be in writing and signed by the chair.

6.5.6 Post-16 Applications to sixth forms

When the educational establishment informs an applicant of a decision to refuse a place in their chosen course, the applicant has a right to appeal against this decision.

- Where the offer of a place would have been conditional upon exam results, appeals must be heard within 30 school days of confirmation of those results.
- Where the offer of a place would not have been conditional upon exam results, appeals must be heard within 40 school days of the deadline for lodging appeals.
- For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

For all other post 16 provision appeals must be made in writing to the Principal of the educational establishment using the complaints procedure.

7. References to Related TEN Group Policies

Data Protection Policy and Procedure
Safeguarding Policy and Procedure

8. Contact

If you have any queries relating to this policy and procedure, please contact the Admissions Manager, Christopher Caddamy at christopher.caddamy@ccn.ac.uk.

9. Equal Opportunities Statement

This policy and procedure has been assessed against the nine protected characteristics outlined in the Equality Act 2010. The admissions policy and procedure has a greater impact on pre-16 admissions. Oversubscription of admissions will be given to those in the order listed in section 6.2.

If you have any comments or suggestions in relation to equal opportunities of this policy or procedure, please contact the policy holder.