

Ormiston Academies Trust

Ormiston Bushfield Academy

## Admissions policy 2023-2024

### Policy version control

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# 1. Policy statement and principles

## 1.1 Policy aims and principles

- 1.1.1 This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2 This policy details the academies arrangements for admissions and will apply to all admissions from 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024. This includes in-year admissions within this period.
- 1.1.3 Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year; these will be publicised in the local authority's secondary admission booklet. Arrangements for visits outside of these dates can be made through the academy office, Tel 01733 233014.
- 1.1.4 The academy will consult on the admissions arrangements at least once every seven years or if there are changes made to the arrangements. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.
- 1.1.5 This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

## 1.2 Monitoring and review

- 1.2.1 This policy will be reviewed annually or in the following circumstances:
- Changes in legislation and / or government guidance
  - As a result of any other significant change or event
  - As the result of a decision of an Adjudicator
  - In the event that the policy is determined not to be effective
- 1.2.2 If there are urgent concerns these should be raised to the Dennis Kirwan - Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

## 2. Academy admissions

2.1 The academy admits students between the ages of 11 to 19. The main intakes are: year 7 and 12

- Secondary
- Sixth form

2.2 We encourage entry at the academy's main intake time so as to aid academic progression without interruption; however, applications are welcome for entry in any year.

### 2.3 Definitions

2.3.1 The academy uses the following definitions when applying this policy:

### 2.4 Distance

2.4.1 In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority distance measuring system.

2.4.2 In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.

2.4.3 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

### 2.5 Dual address

2.5.1 Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

### 2.6 Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility
- Peterborough City Council will endeavour to allocate children of multiple births at the same school. If the last child allocated was a child of a twin or multiple birth we will look to allocate

both children to the school and place the school over the Published Admissions Number as a child of a multiple birth is an exception under the Infant Class Size Legislation rules.

## 2.7 Eligibility criteria

2.7.1 Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
  - 'Exceptional' or 'Indefinite Leave to Remain' in this country
  - Refugee status

## 2.8 Waiting list

2.8.1 If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.8.2 The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## 2.9 Withdrawal of a place

2.9.1 The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

2.9.2 The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## 2.10 Determining arrangements and consultation

2.10.1 Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

2.10.2 If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant

changes proposed by the academy must be approved by OAT.

2.10.3 The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on their admission arrangements at least once every seven years, even if there have been no changes during that period.

2.10.4 We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

2.10.5 Once our admissions arrangements have been have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

## 2.11 Admission of children outside their normal age group

2.11.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact the Principal in the first instance. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

2.11.2 The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

2.11.3 The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

2.11.4 Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

## 2.12 Complaints about admissions arrangements

2.12.1 Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

2.12.2 Complaints about the appeals panel can be made to the Secretary of State.

## 3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact Laura Buckingham, 01733 233014, [laura.buckingham@bushfield.co.uk](mailto:laura.buckingham@bushfield.co.uk)

### 3.1 Number of spaces (PAN)

3.1.1 The academy has an agreed admission number of 210 per year in Yr 7.

### 3.2 Application process

3.2.1 Applications for the 2023 academic year begin in September 2022 and the deadline for applications is 31<sup>st</sup> Oct 2022.

3.2.2 To apply you need to complete Peterborough City Council application form in accordance with its common application procedures and submit this directly to the Peterborough city council by the deadline, 31 October.

The form is directly available on line by clicking the following link - <https://www.peterborough.gov.uk/residents/schools-and-education/admissions/>

3.2.3 Late applications will not be considered until all other applications have been reviewed.

3.2.4 All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received.

3.2.5 All offers will be made on the secondary national offer day (1<sup>st</sup> March or the next working day).

### 3.3. Selection criteria

3.3.1 If the number of applications is less than the number of spaces then all children will be offered places.

### 3.4. Oversubscription criteria

3.4.1 If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

3.4.1.1 Looked after children and those who were previously looked after. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.

- 3.4.1.2 Children living in the catchment area served by the Academy with a sibling on roll at the time of admission.
- 3.4.1.3 Children living in the catchment area served by the Academy.
- 3.4.1.4 The attendance of a sibling on the academy roll at the time of admission.
- 3.4.1.5 Other children whose parents have requested a place.
- 3.4.1.6 In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address- Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority distance measuring system.
- 3.4.1.7 In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.
- 3.4.1.8 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 3.4.1.9 For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the Academy measured by a straight line as above.
- 3.4.1.10 In the event of a tie of and distance, the place will be allocated by random selection, where a person independent to the school will make the draw.

## 3.5 In-year admissions

- 3.5.1 Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained directly from the academy or via the Local authority using the following link - <https://www.peterborough.gov.uk/residents/schools-and-education/admissions/>
- 3.5.2 Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.
- 3.5.3 If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be



made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

### 3.6 Unsuccessful applications

3.6.1 The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

3.6.2 A timetable for organising and hearing appeals will be set and published on the academy's website by 28 February each year for the normal admissions round. The academy will inform OAT of any admissions appeals.

3.6.3 Parents, and in some circumstances children, have the right to appeal against the academy's decision to refuse admission. Appeals must be lodged within 20 academy days from the date notified of an unsuccessful application and set out in writing the grounds for appeal. Any appeals submitted after the appropriate deadline will still be heard, this will be in accordance with the timescale set out in the published timetable.

3.6.4 Members of the panel will not have a vested interest in the outcome of the panel or have prior involvement of in earlier stages of the proceedings. The composition of the panel will not include any person that is disqualified under the School Admissions (Appeal Arrangements) (England) Regulations 2012.

3.6.5 The following deadlines will apply:

- Appeals will be heard within 40 academy days from the deadline for lodging appeals
- In-year admissions appeals will be heard within 30 academy days of the appeal being lodged

3.6.6 The panel (by majority) will decide whether to uphold or dismiss the appeal. Where an appellant fails / is unable to attend and it is impractical to offer an alternative date, the appeal may go ahead and be decided on the written information submitted. If a panel upholds the appeal the academy is required to admit the child. All parties will be informed of the appeal outcome within five academy days of the hearing.

3.6.7 A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

## 4. Sixth form admissions

The process detailed in this section is for sixth form admissions. For further information on this process please contact Mrs Haseena Manji – Head of 6<sup>th</sup> Form, 01733 233014.

### 4.1 Number of spaces

4.1.1 The academy has agreed published admission number of up to 20 external applicants per year.

### 4.2 Application process

4.2.1 Applications for the 2023 academic year begins 31 Oct 2022. The closing date for applications for this year is 31 March 2023.

4.2.2 To apply you need to complete an academy application form and submit this directly to the academy by the deadline, the application form is available on the academy's website via OBA 6<sup>th</sup> Form area on <https://docs.google.com/forms/d/e/1FAIpQLSdEY8dSDRmbQSTvRxLqrs06lXxcjQVrVXs4Hf9P4zEtqYaGAQ/viewform> The academy will contact the student applying directly about the outcome of their application.

4.2.3 Late applications will only be considered where there is a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

### 4.3 Selection criteria

4.3.1 All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the sixth form, will need to have the same minimum academic qualifications for entry, which are:

- A Level pathway: six GCSE's at Grade 9-4, including English and Mathematics
- Blended pathway & BTEC pathway: Five GCSE's at grade 9-4, including English and Mathematics

4.3.2 All students on the academy's roll in year 11 will be entitled to continue their education at the Academy into year 12 provided they meet the minimum criteria for any course/s they wish to follow.

4.3.3 External students will be admitted into year 12 or 13, if the capacity is not reached by internal students. In this case, applications from individual students who meet the minimum criteria for their preferred course/s will be considered.

4.3.4 The academy will publish specific criteria in relation to minimum entrance requirements for the 6th form and for the range of courses available based upon GCSE grades or other measures of prior attainment. The criteria are the same for internal and external students.

4.3.5 These will be published on the academy website on the online application page for post 16 students available at <https://www.bushfield.co.uk/sixth-form>

- 4.3.6 The external PAN for both years in the 6th form is 20.
- 4.3.7 Where the academy determines that there are one or more vacancies, an offer of admission to the relevant year group will be made in respect of all applications subsequently received up to the limit of available vacancies
- 4.3.8 OBA will first accept all students with a statutory right to a place at the academy through a statement of special educational needs naming the academy.

## 4.4 Oversubscription criteria

- 4.4.1 If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with the oversubscription criteria set out below:
- 4.4.1.1. Looked after children and those who were previously looked after. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangement order or special guardianship order.
- Children living in the catchment area served by the Academy with a sibling on roll at the time of admission.
  - Children living in the catchment area served by the Academy.
  - The attendance of a sibling on the academy roll at the time of admission.
  - Other children whose parents have requested a place.
- 4.4.2 In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line. Distance is measured in a straight line using the Local Land Property Gazetteer (LLPG) provided from the seed point located at the child's home address to the seed point for the school. The seed point is taken from the ordinance survey's (OS) Address-Base dataset. It is used to locate individual residential and school addresses using grid references as seed points. It may be necessary to use other OS maps or online resources for any home address outside of the Peterborough local authority distance measuring system.
- 4.4.3 In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order. In cases of exactly the same measurement where no differentiation can be established, a lottery will be used to decide the allocation of the place. For late applications, the local authority will allocate places in the same order of priority. In cases of equal merit, priority will be given to the child living nearest the school as measured by a straight line as above.
- 4.4.4 A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.
- 4.4.5 In the event of a tie of and distance, the place will be allocated by random selection, where a person independent to the school will make the draw.

#### 4.5. In-year admissions

- 4.5.1 Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.
- 4.5.2 In-year admissions forms can be obtained from the academy main office, academy website or on tel; 01733 233014.
- 4.5.3 If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The decision of the Secretary of State will be binding upon the academy.

#### 4.6. Unsuccessful applications

- 4.6.1 The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.