

Admissions Policy 2016 -2017



SAMUEL WARD

ADMISSION POLICY FOR SAMUEL WARD ACADEMY ~ 2016 / 2017

Introduction

Parents should note that for Suffolk Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the 31st October.

Please note that this policy does not apply to sixth form admissions: please see our separate sixth form policy.

Published Admission Number

The Published Admission Number (PAN) for 2016-17 is 250.

Procedures for admission

Although the Academy will decide its own admissions, the local authority co-ordinates all Normal Year of Entry Admissions in its area, and will communicate all admission decisions to parents. In-year applications should be made directly to the Academy from September 2015.

Procedures for applying to Samuel Ward are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Samuel Ward admission arrangements unless stated otherwise in this document.

Applications must be made using the Suffolk Normal Year of Entry Application Form (CAF1) , which is available from Suffolk County Council on 0345 or Samuel Ward. Applications can also be made online. **No completed forms will be accepted at the school.** There is also the ADM1 for in-year applications.

The deadline for ordinary Year 7 admissions will be that published in the Admission to Suffolk Schools Publication. This date is the 31st October.

As required by the Regulations of 2006 the school will give top priority to applications on behalf of Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).

Definitions and Details Priority Admission Area

Our priority admission area is that comprised of our **Partner Primary Feeder Schools**. This means that pupils attending one of our partner primary feeder schools at the application closing date are considered to 'reside' in our priority admission area.

Our partner primary feeder schools are Westfield, Coupals, Hundon, Clare, Kedington, New Cangle, Wickhambrook, Thurlow and St Felix

Sibling

By sibling we mean children living at the same address who have one or both natural parents in common, children living at the same address who are related by a parent's marriage,

children living at the same address whose parents are living as partners at this address. We do not include 'cousins' within our definition of sibling.

Pupils with Statements of Special Educational Needs

- 1 Pupils with a statement of Special Educational Needs or Education, Health and Care Plan (EHC plan) that name the Academy will be admitted

Oversubscription

- 1 Looked after Children or previously looked after children will be admitted as the top priority.
- 2 Exceptional Medical Need (see below)
- 3 In the event of oversubscription, **applications from within the priority admission area** (from the named feeder partner schools) will be considered next and determined using the following criteria:
 - a) Children with a brother or sister (sibling) attending Samuel Ward at the time of application with a reasonable expectation they will be attending at the start of the new school year. Attendance at Samuel Ward will include attendance at the Sixth Form.
 - b) Children attending one of the named partner schools who do not have a brother or sister (sibling) attending Samuel Ward.
- 4 Applications from children who **do not attend a named partner school** will be considered and will be determined by the following criteria:
 - a) Children with a brother or sister (sibling) attending Samuel Ward at the time of application with a reasonable expectation they will be attending at the start of the new school year.
 - b) The proximity criteria described below in 'Tie-Breaker'.

Tie-breaker

In the event of oversubscription, priority will be determined by the proximity of the child's home to Samuel Ward. We measure by a straight line ('as the crow flies'). All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

In the unlikely event that two or more applicants competing for a single place at the School live the same distance from the School, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the School.

Home Address

As part of the tie-breaker process proof of residence may be required by the co-ordinated scheme. The School will check allegations of false addresses or other false information given on the CAF1 and will withdraw offers of places if the details are found to be deliberately false or misleading

Where a child lives part of the week with one parent and part with another member of the family, the **'home address'** will be considered to be the residence where the child spends at least three nights of the school week each week.

Medical Need

Exceptional medical circumstances supported by written medical evidence may override all but the first criterion. Any such applications must be received by the closing date in the co-ordinated scheme and will be considered by the Admissions Committee of the school. The extent and circumstances in which medical need would override those above would relate to situations in which e.g. a hospital consultant has stated in writing that attendance at Samuel Ward was an essential in terms meeting the medical needs of the child. The evidence should come, however, from at least one registered health professional and should set out the particular reasons why Samuel Ward is the most suitable school.

Admission of children out of their normal age group

Any parent with a child with particular circumstances, for instance of Gifted and Talented children, or those who have experienced problems or missed out of a year, for example due to ill health, can seek places outside their normal age group.

This will normally only be agreed in exceptional circumstances. Decisions will take into account the view of the Principal and be made on the basis of circumstances of the case and in the best interests of the child. This will entail establishing in all cases

- The applicant's academic standards
- The social-emotional impact of out of year admission on the individual pupil
- The year group that the pupil has been educated in to date
- Other reasons put forward by the child's parents

The Academy will have two decisions to make:

- Which year group, if any, to place the child if there are sufficient places in that year
- To apply its oversubscription criteria for the year in which any place is offered to see whether a place can be offered in the identified year group

Parents of pupils seeking places outside of their normal year group should contact the Academy directly in the first instance, having completed a CAF1 application form. They should also set out clearly the reasons for why they think that their application for their child to be admitted out of year should be considered.

Parents that are applying for places for year 5 pupils that wish to enter year 7 a year early, should contact the school in the first instance and will also need to provide the following information:

- Evidence of the readiness of their child to access the secondary curriculum. This includes their emotional readiness.

- Evidence of the rate of progress made by their child over at least the previous year. This is because applications will need to be made a year in advance of their normal year of entry, and there will be a need to establish the likely level of attainment that will be achieved by the end of year 5
- Evidence that their child is likely to meet or exceed the levels of attainment expected of pupils at the end of KS2.
- Their reasons for applying for early entry into year 7 on behalf of their child

Each case will be reviewed on the basis of circumstances and in the best interests of the child.

Parents applying for places on behalf of pupils in year 5 and who wish their child to enter year 7 one year in advance of their normal year of transfer to secondary school will need to inform the Academy of their wishes by **30th September**. The Academy will then review the case and respond to parents by **15th October**. This will enable parents to then submit their application for a place with other pupils as part of the Normal Year of Entry Process, the closing date for which is the **31st October**. Once a decision has been made, out of year admissions will be processed with Normal Year of Entry Admissions for that school year. They will not be given a lower priority than other Normal Year of Entry Admissions.

Applications for entry into year 7 will not be considered for pupils who are younger than pupils in that school year unless they are made by the date above.

In all cases, the Academy will explain to parents the reasons as to whether it has agreed to admit the pupil or not in writing.

In the event of an application being turned down, parents have the right to appeal the decision (unless they are offered a place in another year group in the School). They should write to the Chair of Governors informing them of their commitment to appeal the decision. The Academy, as an Admissions Authority, will then establish an independent appeals panel to hear the appeal. This will happen within 15 days.

Multiple births

The Academy's policy is not to separate multiple births.

Waiting Lists and in year admissions

The Academy will maintain a waiting list in the event that oversubscription occurs. Pupils will be ranked in order against the oversubscription criteria. Pupils will be admitted to the Academy in year when and if a space becomes available.

RIGHT TO APPEAL

When an applicant is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel

Academy staff were consulted on this document and it was accepted by the Operations & Assets Committee on:	6 November 2015
It was ratified by the Governing Body on:	10 November 2015