

ADMISSIONS POLICY SEPTEMBER 2017/2018



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CONTENTS

	Page Number
1. Introduction to the Policy	3
2. Admission Criteria - Reception	3
3. Tie-Breaks - Reception	4
4. Infant Class Sizes	4
5. Waiting Lists	5
6. Application Procedure, Late Applications and Timetable for Admissions to Reception classes at The New North Academy for September 2017	5
7. Looked After Children	5
8. Expected timetable for consideration of applications for entry to the Reception class in September	6
9. Waiting List Arrangements	6
10. Admissions Criteria for Nursery Classes	7
11. Tie-Breaks - Nursery	7
12. Waiting Lists - Nursery	8
13. Application Procedure, Late Applications and Timetable for Admissions to Nursery classes at The New North Academy for September 2017	8
14. Looked After Children	9
15. In Year Admissions	9
16. Monitoring and Review	9

ADMISSIONS POLICY FOR SEPTEMBER 2017

1. Introduction to the Policy

This policy is subject to and functions within the New North Academy Policies Framework, which applies with this policy at all times. All policies are accessible to:

- All staff (permanent, temporary, supply teaching and non-teaching, and otherwise)
- Advisors/inspectors
- Parents (on website or request)
- The New North Academy Governors

All permanent staff have access at any time to a printed copy and to a copy saved on the Academy computer system. All policies can be downloaded from our website, www.newnorthacademy.com

We want our Academy to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out our Academy's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

2. Admissions Criteria

The Governing Body is responsible for the admission of pupils into The New North Academy and admits 60 pupils to the Reception year.

The New North Academy is required to comply with the infant class size rules which requires that each Reception, Year 1 or Year 2 classes must have no more than 30 children with a qualified teacher.

The admission numbers for The New North Academy take this into account.

If there are fewer applications for The New North Academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of Special Educational Needs / Educational Health Care Plan naming The New North Academy, the Governing Body use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

- A. Children Looked After (children who are in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of their social services functions at the time of making an application to the Academy) and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after being looked after.
- B. Children with a brother or sister* on roll at the Academy in Reception to Year 6 at the time of the proposed admission.
- C. Children whose acute medical or social need justify the allocation of a place at a particular Academy**
- D. Applicants living*** nearest to the Academy as determined by a computerised mapping system using a **straight line** distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the Academy grounds.

3. Tie-Breaks

Distance as measured in point D above will also be used in any tie-breaker decisions for priorities A, B and C.

If only one place is available and two or more families live an equal distance from the Academy or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

*A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes natural brothers or sisters, half brothers or sisters, step brothers or sisters, adopted brothers or sisters and foster brothers or sisters who live permanently as a family unit at the same address.

**The Academy Trust will make decisions on such cases and will seek, if necessary, advice from the Health Service. A parent's medical need cannot justify a place at a particular school but a child could have a social need arising from a parent's medical need. These cases will always require supporting professional evidence (for example, a written statement from a medical consultant, senior social worker or other appropriate professional) which has to demonstrate a clear connection between the child's need and why the child should be given a place at a particular school and an explanation of the difficulties which would be caused if the child were to attend another school. It is the responsibility of the parent to produce the evidence.

***Where a child lives with a parent with shared parental responsibilities, the address where the child spends most of their time will be used. In the case of children who spend equal time of the week with each parent, the parents must elect one address for all preferences. For the purpose of calculating distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical references or one or more applicants living the same distance according to the geographical references, further steps will be taken to identify those that are nearest to the Academy.

4. Infant Class Size

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) Children admitted outside the normal admissions round with statements of Special Educational Needs specifying a school;
- b) Looked after children and previously looked after children admitted outside the normal admissions round;
- c) Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) Children admitted after an independent appeals panel upholds an appeal;
- e) Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;

- f) Children of UK service personnel admitted outside the normal admissions round;
- g) Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) Children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

5. Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list. Parents/Carers will be consulted regularly on whether they still wish to remain on the waiting list.

6. Application Procedures, Late Applications and Timetable for Admissions to Reception classes at The New North Academy for September 2017

Applications to The New North Academy are not dependent on any ability test and in order to apply for a place a standard LA application form must be completed and returned to 222 Upper Street by the due date for the common admissions application timetable.

Further information is available on the London Borough of Islington admissions website at <http://www.islington.gov.uk/admissions>.

Parents/Carers will be advised of the outcome of their applications on 18th April 2017 or the next working day. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Late applications will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list. The admission of pupils with a statement of Special Educational Needs / Educational Health Care Plan, where London Borough of Islington has agreed to name the Academy on a child's statement (under Section 324 of the 1996 Education Act), is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the London Borough of Islington. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

After an offer has been made of a place at the Academy, The New North Academy requires two proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar dated within three months. Confirmation of date of birth of the child will also be required.

7. Looked after Children

In the case of a previously looked after child, The New North Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

7a. Note

Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents or carers is checked.

If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents or carers will still have the right of appeal if the place is withdrawn.

8. Expected timetable for consideration of applications for entry to the Reception class in September 2017:

- 8a. November 2016 - January 2017:** Criteria for admission in September 2017 reviewed by Academy Trust and sent to Islington Admissions, other admissions authorities in the relevant area, admissions authorities in neighbouring local authority areas, the Admissions Forum and relevant community groups for a consultation period of not less than 8 weeks.
- 8b. April 2016:** Criteria for admission in September 2017 must be agreed and determined by the Governing Body, following consultation, by 15 April 2016 at the latest.
- 8c. October 2016:** Parents of children currently at the Academy informed of agreed criteria. These admissions criteria will be accompanied by a letter reminding parents that they must also complete their home local authority's Primary Common Application Form or they will not be considered for a place.
- 8d. January 2017:** Final date for Islington residents to return their Primary Common Application Form to Islington Admissions.
- 8e. February 2017:** Admissions Committee meets to consider applications.
- 8f. Early April 2017:** Parents notified of outcome of application by their home Local Authority.
- 8g. Late April 2017:** Final date for parents to confirm their acceptance of a place.
- 8h. Early May 2017:** Closing date for receipt of appeals.
- 8i. June/ July 2017:** Independent Appeals Committee meets.

9. Waiting List Arrangements

All unsuccessful applicants for the Reception classes who have not already been offered a place at a school which was a higher preference on their Primary Common Application Form will automatically be placed on the waiting list for that year group. Applicants who have been offered a place at a school which was a higher preference on their Primary Common Application Form will not be placed on the waiting list unless they specifically request to be added. The waiting list will be held by The New North Academy and will be kept until that cohort reaches the end of Y6 and transfers to secondary school. Parents of children on the waiting list will be asked at appropriate times whether or not they wish their child to remain on the waiting list. Where no reply is received the child may be removed from the waiting list.

The Academy Trust's Admissions Committee will review the waiting list for a particular year group whenever a vacancy arises in that year group. The position on the waiting list will be determined by applying the published admissions criteria to each applicant. Length of time on the waiting list will not affect position on the list. If new applications are received, the waiting list for that year group will again be reviewed. It

should be noted that new applications could adversely affect the position of those already on the list.

10. Admissions Criteria for Nursery Classes

The Governing Body are responsible for the admission of pupils into Nursery classes of The New North Academy and admits 42 full time and 20 part time pupils to the Nursery.

If there are fewer applications for The New North Academy Nursery Classes than there are places available, everyone is offered a place.

After the admission of pupils with a statement of Special Educational Needs naming The New North Academy Nursery Class, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

- 10a.** Children Looked After and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after being looked after.
- 10b.** Children of staff at the Academy where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy has been made or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 10c.** Children with a brother or sister* on roll at the Academy in Reception to Year 6 at the time of the proposed admission
- 10d.** Children whose acute medical or social need justify the allocation of a place at a particular school**
- 10e.** Applicants living*** nearest to the Academy as determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address to the midpoint of the Academy grounds.

11. Tie-Breaks

Distance as measured in 5 above will also be used in any tie-breaker decisions for priorities a, b and d.

If only one place is available and two or more families live an equal distance from the Academy or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system.

*A brother or sister must live permanently at the same address as the child for whom the application is being made. This includes natural brothers or sisters, half brothers or sisters, step brothers or sisters, adopted brothers or sisters and foster brothers or sisters who live permanently as a family unit at the same address.

**The Academy Trust will make decisions on such cases and will seek, if necessary, advice from the Health Service. A parent's medical need cannot justify a place at a particular school but a child could have a social need arising from a parent's medical need. These cases will always require supporting professional evidence (for example, a written statement from a medical consultant, senior social worker or other appropriate professional) which has to demonstrate a clear connection between the child's need and why the child should be given a place at a particular school and an explanation of the difficulties which would be caused if the child were to attend another school. It is the responsibility of the parent to produce the evidence.

***Where a child lives with a parent with shared parental responsibilities, the address where the child spends most of their time will be used. In the case of children who spend equal time of the week with each parent, the parents must elect one address for all preferences. For the purpose of calculating distances, the address is identified by using the property geographical references as determined by the borough Council in which the child lives. In the case of a number of addresses in a block with the same geographical references or one or more applicants living the same distance according to the geographical references, further steps will be taken to identify those that are nearest to the Academy.

12. Waiting Lists

For application to Nursery there is no right of appeal to an appeal panel and any complaints over the allocation of places to the Nursery should be addressed initially to the Headteacher of The New North Academy. Should the complainant still be unsatisfied with the response received they should then follow the complaints procedure (a copy of which can be supplied on request from the office).

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list.

This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list.

Pupils will remain on the waiting list whilst they are of Nursery age. Please note that attendance in the Nursery classes at The New North Academy does not guarantee admission to the Reception Class for primary admission and that a separate application must be made for transfer from Nursery to Primary for The New North Academy.

13. Application Procedures, Late Applications and Timetable for Admissions to Nursery Classes at The New North Academy for September 2017.

Application to the Nursery classes at The New North Academy is not dependent on any ability test and in order to apply for a place at The New North Academy a Nursery application form must be completed and returned to the Academy office by the end of the Spring Term. Outcomes will only be advised upon offer of a place by the 1st May before the September entry.

Late applications will be considered if a vacancy occurs. If no vacancy occurs then the late application will be added to the waiting list.

Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the child's home will be determined by which parent is in receipt of Child Benefit from HMRC.

Once an offer has been made for a place at the Academy and if the criterion is distance, The New North Academy requires two proofs of residence of the permanent home of the child to confirm the place. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar.

Confirmation of date of birth of the child will be required for all applications.

14. Looked after Children

In the case of a previously looked after child, The New North Academy will require a copy of the adoption order, residence order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

Note

Unfortunately it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents or carers is checked.

If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents or carers will still have the right of appeal if the place is withdrawn.

15. In Year Admissions

As an Academy, any applications for places in classes other than Reception should be made directly to the Academy.

If a place is available in a particular class and there is no waiting list for that class, the place will be offered to the applicant by the Academy. If more applications are received than there are places available, then applications will be ranked by the Academy Trust in accordance with the over-subscription criteria set out in this policy.

If a place cannot be offered at the time the applicant applies, the applicant is entitled to ask the reasons why they cannot be offered a place and should be informed of their right to appeal. The applicant will be offered the opportunity of being placed on the waiting list for that class. The waiting list will be maintained by the Academy Trust in the order of the over-subscription criteria and not in the order in which the applications are received. It should be noted that new applications could adversely affect the position of those already on the list.

When a place becomes available in a given class, the Academy Trust will offer the place to the child with the highest position on the waiting list. If new applications have been received since the waiting list for that class was last reviewed, the Admissions Committee will look again at all applications for that class and decide which applicant has highest priority according to the published admissions criteria. The place on the waiting list will be based on the information given at the time in the application form together with any new information which has been provided since the original application was made, e.g. change of address.

16. Monitoring and Review

The policy will be monitored by the Governing Body and reviewed every year, or earlier in the light of any changed circumstances, either in our Academy or in the local area. The policy will always take due note of guidance provided by the local Admissions forum.

The day-to-day monitoring of this policy is the responsibility of the Headteacher. The Headteacher will report to the Governing Body annually.

This policy is monitored by the Governing Body and will be reviewed every year, or before as necessary.