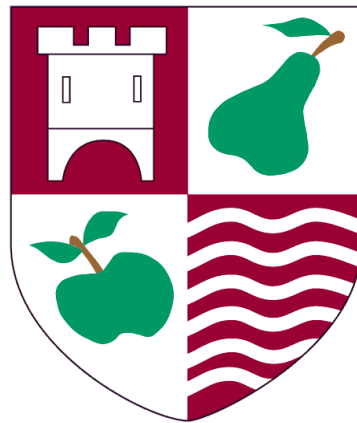


Tenbury High Ormiston Academy

Admissions Policy

For Academic Year 2023/24



Approved by the Local Governing Body: October 2021

Review period: **Annually**

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Policy statement and principles

1.1 Policy aims and principles

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.

This policy details the academy's arrangements for admissions and will apply to all admissions from September 2023 to August 2024. This includes in-year admissions within this period.

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 on the Academy website, local primary schools and Health Centres. Arrangements for visits outside these dates can be made through the academy office 01584 810304 office@tenburyhigh.co.uk.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

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

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
- If there are urgent concerns these should be raised with the 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

The academy admits students between the ages of 11-16. The intake is:

Secondary

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.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address (front door) as in Worcestershire LA policy.

Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address

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, we will allow the parents to make the decision.

Catchment area

Our catchment area is the Parishes of Tenbury and Lindridge. Free transport to the **nearest** school is offered by the three Local Authorities of Worcestershire, Herefordshire and Shropshire.

Feeder schools

Tenbury Primary Church of England Academy and Lindridge Primary School

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
- In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Waiting list

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.

The academy will maintain a waiting list until 31 December following the main academy intake 12 weeks. 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.

2.3 Withdrawal of a place

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
- 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.

2.4 Determining arrangements and consultation

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

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.

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 our admission arrangements at least once every seven years, even if there have been no changes during that period.

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.

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

2.5 Admission of children outside their normal age group

Parents may seek a place for their child outside 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, in the first instance, the Principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

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

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.

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.

2.6 Complaints about admissions arrangements

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.

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 Christine Sheppard 01584 810304.

Number of spaces (PAN)

The academy has an agreed admission number of 95 per year.

Application process

Applications for the 2023 academic year begins 1/09/2022 and ends 31/10/2022.

To apply you need to complete the Worcestershire Local Authority form CA1 and submit this directly to the LA by the deadline, 31 October. Paper copies are available from the Academy Reception or http://www.worcestershire.gov.uk/info/20099/school_admissions

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

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. All offers will be made on the secondary national offer day (1 March or the next working day).

Selection criteria

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

Children whose final statement of special educational needs or their education, health and care plan (EHCP) names our school will be automatically allocated a place, after which places will be offered in the following order:

1. The school will give top priority to applications on behalf of Looked After Children and previously Looked After Children for whom the school is deemed to be appropriate. "Looked After" means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being Looked After were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order. This includes 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.
2. Children living within the catchment area of our school who at the time of application have a brother or sister (including children living as siblings/stepchildren in the same family unit) on the roll at our school and who will still be on roll at the time of the sibling's admission. (Precise details of our school's catchment area are available from the Local Authority and on the Worcestershire County Council website).
3. Children living within the catchment area of our school who live closest to the school by the shortest straight line distance. This measurement will be taken by using Geocode points for each property and the Geocode for the centre of the school. The Local Authority software package Arcview GIS can be used in the event of a disputed admission. (In the event of equi-distance applicants, places will be allocated by random selection. Someone totally independent of the school will supervise this process.)
4. Children living outside the catchment area of our school who, at the time of application, attend one of our linked primary schools (Tenbury Primary Academy or Lindridge Primary School).
5. Children living outside the catchment area of the school who live closest to the school, based on the same LA measurement system as described in 4 above.

Please note:

- If the last student to be offered a place within our school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above our PAN. However, our PAN will remain unchanged so that no other student will be admitted until a place becomes available within the PAN.
- Late applications will be allocated in the same order, provided places remain available.
- All applications will be coordinated by the LA, who will make offers of places on behalf of the Governors of our school.

Oversubscription criteria

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:

1. The school will give top priority to applications on behalf of Looked After Children and previously Looked After Children for whom the school is deemed to be appropriate. "Looked After" means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being Looked After were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order. This includes 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.
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4. Children living outside the catchment area of our school who, at the time of application, attend one of our linked primary schools (Tenbury Primary Academy or Lindridge Primary School).
5. Children living outside the catchment area of the school who live closest to the school, based on the same LA measurement system as described in 4 above.

In the event of there still being a tie, there will be a random ballot using an electronic random number generator. Such a ballot will be supervised by an officer of the Local Authority.

In-year admissions

All applications should be sent to School Admissions, who will co-ordinate applications on behalf of the school and the Local Authority. Further information can be found at the following link.

https://www.worcestershire.gov.uk/downloads/download/1330/co-ordinated_schemes_for_all_worcestershire_schools

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.

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.

Unsuccessful applications

School Admissions 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.

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.