The Arthur Terry Learning Partnership

Admissions Policy

This policy was approved by Trustees in December 2021

<u>   John Vickers   </u>   **Chair of Trustees**

This policy will be reviewed annually on or before December 2022

1   Making an Application

1.1   The Local Authorities that academies fall within facilitate the process of consultation on admissions for all its academies. During the normal admissions round, the local authority operates the co-ordinated admissions scheme which includes each academy. Parents wishing to apply for a place should put the academy down as a preference on the common application form.

1.2   Outside of the normal admission round each academy manages in year admissions directly. Further details on how to apply can be found on each academy website.

2   Published Admissions Number (PAN)

2.1   Each academy has a PAN for entry into the academy. If the number of applications exceeds the PAN then the oversubscription criteria will be used to determine which applicants will be provided with a place. Details can be found on each academy's website as well as the respective local authority's.

The schools' admissions services for each local authority publish their admission arrangements on their respective websites. This allows for full consultation to take place with parents, other schools, religious authorities and the local community. Details are below.

For schools within Birmingham Local Authority Area www.birmingham.gov.uk

For schools within Warwickshire Local Authority Area www.warwickshire.gov.uk

For schools within Staffordshire Local Authority Area www.staffordshire.gov.uk

For schools within Coventry Local Authority Area www.coventry.gov.uk

2.2   All children who have an EHCP that name the academy will be provided with a place.

3   Oversubscription Criteria

Where more applications are received than the number of places, then the academy will rank applications in accordance with the following oversubscription criteria, in order:

(1)   Children who are looked after or are previously looked after child;

(2)   Children who have a sibling who attends the Academy at the date of admission

(3)   Children who live nearest to the academy

4   Definitions

4.1   A 'looked after child' is a child is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

4.2   A 'previously looked after child' is a child that ceased to be looked after because they were adopted, became subject to child arrangements order or special guardianship order. This includes children who appear to the Trust to have been in state care outside of England but ceased to be so because they were adopted.

4.3   'Sibling' means a brother or sister, half brother or sister or legally adopted child being regarded as a brother or sister.

4.4   The 'home address' is the address at which the child spends most of their week during term time. If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date where multiple applications are made will result in a random number generator to determine which application to process.

4.5   'Distance' means the distance drawn in a straight line between the centre point of the home address to the centre point of the academy.

5   Tie breaker

Where there are two or more applicants in a criterion who have equal priority for admission and there are insufficient places available, random allocation will be used to determine which child shall be given a place. The use of random allocation will be supervised by someone independent of the Trust.

6   Applying for a year group outside of chronological age group

Where parents want their child to be educated outside of their chronological age group, an application should be made in writing to the academy's headteacher at the same time as the application for a place. This should explain why the parents wish for their child to be educated outside of their chronological age group and enclosing any evidence that supports it. The views of the headteacher will also be considered. Parents will be notified of the decision on the application, which will be based on the circumstances of the case and what is in the best interests of the child, in writing once it has been made. This decision is separate from the decision on whether a place is granted.

7   Appeals

Where a child is not offered a place, the parent(s) will be entitled to an appeal against the decision to refuse admission. The letter of refusal will contain details of how to go about appealing the decision, including the deadline for lodging the appeal and who to contact. Parents must set out their grounds for appeal as part of their application. Where an appeal is successful, the academy must admit the child.

8   Waiting List

Each academy will maintain a waiting list in the academic year of admission. Every time a child is added to the list, it will be re-ranked in accordance with the oversubscription criteria with no priority given to the date of the application.

9   In-year Applications

Details on how to apply for place outside of the normal admissions round can be found on each academy's website. Where multiple applications are received and the academy does not have sufficient places for every child that has applied for one, places will be allocated on the basis of the oversubscription criteria.

10   Withdrawing Places

In certain circumstances the Trust may decide to withdraw a place offered if one of the following circumstances occurs:

- Where a parent has not responded to the offer of a place, even after reminding;

- Where fraudulent or intentionally misleading information is used as part of the application; or

- Where the offer has been made in error.

11   Sixth Form Admissions

For all sixth form admissions please see the respective academies website for the admission arrangements which will include:

- Courses available

- Details of how to apply

- Minimum entry requirements

- Over subscription information on how places are allocated