

# Admissions Arrangements

## 2023/2024

September 2022

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<b>Approved by:</b>	LAB
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## 1. Governing Body

The Governing Body (GB) is the Admission Authority for the Academy. Unless delegated to the Local Authority (LA), only the Governing Body is able to decide who is eligible for a place at the Academy. Neither the Principal nor their representatives are able to determine eligibility for places.

## 2. General Statement

In Doncaster, each school or academy serves a local community, usually referred to as the 'catchment area'. These arrangements reflect the philosophy that 'efficient education' is particularly fostered by closely associating a secondary academy and a group of linked primary schools or academies in a pyramid. In this way, the Academy becomes part of the provision for a community and the education of the community's children benefits greatly from the association within the pyramid.

## 3. Admission Number

An Academy must have an admission number for each 'relevant age group', defined in law as 'an age group in which students are or will normally be admitted to the Academy in question'. The admission number for each year group is set with regard to the capacity assessment for the Academy taking into account the nature and type of the buildings and provides for an acceptable amount of space for each student. Therefore, the admission number is set to benefit the children who are taught in the Academy and those who teach and support them. Each academic year, the Academy consults with the LA and has set an admission number of 180.

Before making a final decision, the Council consults schools on the number, and size, of classes or registration groups planned. These are determined within resources available. Where this results in places in excess of the admission number being available, places are offered strictly in criteria order.

A child will normally be eligible to a place unless the number of applications for admission exceeds the admission number or they are offered an Academy which is ranked higher on an application under a Co-ordinated Admission Scheme (CAS)

## 4. Expressing A Preference

Applications for admission should be made in accordance with the relevant CAS.

## 5. Closing Date for Receipt of Parental Preferences

The closing dates for receipt of preferences for the year of entry is 31 October 2022.

Late applications for the year of entry are processed after those received by the closing date.

## 5. Announcement Date for Parental Preferences

For those applications received by the closing date noted above, emails will be sent to parents on 1st March 2023.

## 6. Eligibility For A Place At The Academy – Oversubscription Criteria

This section outlines the criteria to be used to decide upon eligibility for a place where the number of preferences exceeds the Published Admission Number.

After the admission of pupils with an Education, Health and Care Plan naming the school, preferences for each school will be sorted in the order of the criterion outlined below. Each of the remaining criteria is applied in order of priority as tie breakers, with criterion d) being the final tie breaker.

- a) **Looked After Children or all Previously Looked After Children**
- b) **Catchment Area**

Children who are ordinarily resident in the catchment area of the Academy. Details of Catchment Areas are available from the LA: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

For applications for the year of entry, the catchment area will be determined in relation to the address at which the student is ordinarily resident on the date set in the relevant co-ordinated admission scheme. Once a waiting list is formed, a child's place on that list will be updated in light of any new address. For other admissions the applicable date is the date of application.

#### c) **Siblings**

Children who are living within the same family unit (e.g. stepchildren) who will be attending the Academy, at the point of admission.

#### d) **Proximity**

Children who live nearest to the Academy measured in a straight line from the mid point of the student's place of ordinary residence<sup>v</sup> to the entrance nearest to the reception point of the Academy.

If two or more students live equidistant from the Academy, the distance each student lives by road from the Academy will be measured and the place offered to the student who lives nearest by this means. In the event of this being equal (e.g. in the case of flats), places will then be decided by Random Allocation.

Measurements will be made using Synergy provided by Servelec Limited or a suitable substitute.

Where a place is only available in any of the above criterion for one child from a multiple birth i.e. twins, each child will be offered a place.

## **7. The Offer Of A Place At An Academy**

Decisions will be sent to parents in accordance with the Authority's CAS i.e for those received by the closing date the national announcement date is 1st March 2023.

## **8. Waiting Lists**

For the year of entry, students will be added to the waiting list where they are refused a place and the Academy was ranked higher on the application than the place offered. Late applications will continue to be added to a list in criteria order. A change of address can affect a student's position on the waiting list. Places on the waiting list will be strictly prioritised in criteria order given above and will operate until the end of the autumn term i.e 31<sup>st</sup> December 2022.

Places will only be allocated from the waiting list when the number of students falls below the Admission Limit of the Academy. Whilst the waiting list is in operation, when a place does become available it will be allocated to the child at the top of the list on the day that the vacancy arises.

## **9. In Year Transfers**

Applications for in year transfers are considered in accordance with LA's CAS

Applications should be made on the online application system which can be found at [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)

A student will be deemed eligible for admission if there are sufficient places unless specific circumstances apply. However, a student will not be eligible for a place if the circumstances of the year group have changed since it was the year of entry and admission of an additional child would 'prejudice the provision of efficient education or the efficient use of resources'.

Where multiple applications are received for the same year group and there are insufficient places available, eligibility for admission will be considered in accordance with the admission criteria set out above.

Where a place is not available, the application will normally be refused and the applicant will be offered the right of appeal to an independent appeals panel.

If a place is offered, the Headteacher will, within two weeks of receiving confirmation from the LA of an offer of a place, determine a start date.

Students are normally admitted to a school at the start of the next new term other than:-

- a. where the Headteacher in consultation with the Council considers that the pupil should be admitted earlier in the circumstances of the case, or;
- b. where the previous school is not accessible with reasonable facility e.g. due to a move into Doncaster or the student would otherwise be expected to travel longer than 45 minutes to school by public transport, or;
- c. the student is not on the roll of a school.

Students are required to start at the Academy within two weeks of the start date offered by the Headteacher and places are not normally held open beyond this period. Applicants must be in a position to take up a place within this stated period.

Repeat applications made for entry to the same year group at the same academy will not be considered, unless there has been a significant and material change to either the families or the Academy's circumstances, since a previous application, and this is relevant to the application for admission. Where information was known at the time of the original application or appeal, but parents chose not to use it, this will not be considered as additional information or a change in circumstances.

In accordance with DFE requirements students may be admitted under the Fair Access Protocol outside of the normal admission arrangements noted above.

## 10. Allocation of Places

If a place is not offered at a preferred school parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 20 school days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

## 11. Independent Appeals

If a place is not offered at the Academy parents have the right to appeal to an Independent Appeal Panel. Details of the appeals procedure will be sent to parents with their decision.

Parents who intend to make an appeal should normally submit a notice of appeal within 10 days of receiving the refusal letter to: Litigation and Education Section, Directorate of Resources, Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU.

### **Co-ordination/Co-ordinated Schemes(CAS)**

All local authorities are required to co-ordinate the admission arrangements for residents within their area whereby parents will submit an application to their home Local Authority who will then ensure, as far as is possible, that a single offer of a place is sent to parents.

### **Children who are Looked After Children and all previously Looked After Children**

A Looked After Child is a person under the age of 18 who is provided with accommodation by the local authority acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with Section 22 of the Children's Act 1989.

A Previously Looked After Child is a person under the age of 18 who, immediately after being looked after, became subject to an adoption order, a residence order (under section 8 of the Children Act 1989), or a special guardianship order (under section 14A of the Children Act 1989). Children looked after under an agreed series of short-term placements (respite care) are excluded.

### **Ordinarily Resident/Residence**

Reference to where a child is ordinarily resident means that they are habitually and normally resident at their address, other than for occasional absences, for a settled purpose which is not solely to receive education. An address will only be considered when they are living there. This includes updating the position on a waiting list.

### **Specific Circumstances For Refusal**

An application will normally be agreed if there are sufficient places unless specific circumstances apply, as outlined in the School Admissions Code or as part of the Local Authority's In Year Fair Access Policy

## **12. General Information**

### **False Information**

Any place offered on the basis of a fraudulent or intentionally misleading application will be withdrawn, e.g. giving a false address. It is for parents to satisfy the Academy of their circumstances as they apply to the admission criteria at the time of application.

### **Multiple Addresses**

Where a child is resident with parents at more than one address, the address used for admission purposes shall be the place at which the child spends the majority of the week (Monday to Friday) during term time. Where there is a clear 50/50 split, parents should decide.

### **Admission of Service Personnel and Crown Servants**

To support the Armed Forces Community Covenant, applications for service personnel and crown servants moving to Doncaster will be considered one term in advance of a change of address in accordance with the guidance from the DfE providing that the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

Provision is also made within the Fair Access Protocol to allow for the admission of specified groups of children into schools above the admission number.

### **Further Information**

Further, more detailed information about the admission process is available from the Council and can be found in the Admission To Primary School Booklet, available as follows:-

Telephone: 01302 736754

Address: Learning Provision Organisation Service (Admissions), Doncaster Council, Civic Office, Waterdale, Doncaster, DN1 3BU

Email: [admissions@doncaster.gov.uk](mailto:admissions@doncaster.gov.uk) Web: [www.doncaster.gov.uk/admissions](http://www.doncaster.gov.uk/admissions)