



## The Admission of Students to Droylsden Academy

### General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex, the Academy Trust will take part in the Admissions Forum set up by Tameside Metropolitan Borough Council (TMBC), and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by TMBC and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may direct the Academy Trust admit a named student to Droylsden Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
5. The Academy Trust shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. The Academy Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

7. The Academy Trust shall consult the following parties on the Academy's proposed admission arrangements by 1 March in the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. March 2009 for admissions in September 2010, ("Determination Year"):
  - a) TMBC.
  - b) The admission forum for TMBC.
  - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by TMBC.
  - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
  - e) Affected admission authorities in neighbouring local authority areas.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

### **Academy Trust Determination of Admission Arrangements**

8. The Academy Trust will consider comments made by those consulted in accordance with paragraph 7, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.
9. The Academy Trust will determine the Academy's admission arrangements by 15 April of the Determination Year and notify those consulted in accordance with paragraph 7 what has been determined within 14 days of that decision being made.

### **Representations about admission arrangements**

10. Where the Academy Trust has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 9, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

### **Secretary of State's Consent for Changes to Admissions Arrangements**

11. Where the admissions arrangements determined in a Determination Year in accordance with paragraph 9 are different to the admissions arrangements currently in existence for the Academy, the Academy Trust

shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

### **Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements**

12. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year, the Secretary of State may direct that the Academy Trust amends the proposed admissions arrangements for the Academy. The Academy Trust shall comply with any such direction.
13. Where the Secretary of State has received an application made in accordance with paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

### **Publication of Admission Arrangements**

14. The Academy Trust shall each Determination Year publish the Droylsden Academy's agreed admission arrangements by:
  - a) copies being sent to the persons consulted in paragraph 7;
  - b) copies being sent to primary and secondary schools in TMBC's area;
  - c) copies being sent to the offices of TMBC;
  - d) copies being made available without charge on request from the Academy;
  - e) copies being sent to public libraries in the area of TMBC for the purposes of being made available at such libraries for reference by parents and other persons.
15. The published admissions arrangements will set out:
  - a) the name and address of Droylsden Academy and contact details;
  - b) a summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission;
  - c) a statement of any religious affiliation, if relevant;
  - d) numbers of places and applications for those places in the previous year, and;
  - e) arrangements for hearing appeals.

### **Proposed Changes to Admission Arrangements by Droylsden Academy After Arrangements Have Been Published**

16. Subject to paragraph 17, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a

major change of circumstances and the following procedures have been followed:

- a) the Academy Trust has consulted those who were consulted under paragraph 7 above on the proposed variation;
  - b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
    - i) the proposed change;
    - ii) reasons for wishing to make such change;
    - iii) any comments or objections to the proposal from those consulted; and
  - c) following such application, the Secretary of State has provided his consent to the proposed variation.
17. The Academy Trust shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.
18. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published within the Academy's prospectus and website (if it has one) and be communicated within seven days to those persons who must be consulted under paragraph 7.
19. The Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
20. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.
21. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## PROCEDURE FOR ADMITTING STUDENTS TO THE ACADEMY

### Admissions Numbers

22. The Academy Trust has the following agreed admissions numbers for the Academy for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
- a) The admission number for year 7 is 240 students;
23. In any specific year, the Academy Trust may set a higher admission number than the Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult those listed at paragraph 7. Students will not be admitted in any year group above the published admissions number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### Process of application

24. Arrangements for applications for places at the Academy will be made in accordance with TMBC's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the relevant local authority.
25. The Academy Trust will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by TMBC's Admissions Forum or TMBC.
- a) By September of the preceding year - The Academy Trust will publish in the Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2009 for admission in September 2010). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
  - b) September/October - The Academy will provide opportunities for parents to visit the Academy;
  - c) October/November - Common Application Form (CAF) to be completed and returned to the LA to administer
  - d) TMBC sends applications to Academy
  - e) Academy sends list of students to be offered places to TMBC
  - f) February - TMBC applies agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
  - g) 1<sup>st</sup> March offers made to parents/carers.

## Consideration of applications

26. The Academy Trust will consider all applications for places at the Academy. Where the admission is fewer than the published admission number for Year 7, number of applications for the Academy Trust will offer places at the Academy to all those who have applied.

## Procedures where the Academy is oversubscribed

### *Secondary phase oversubscription criteria*

27. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. They will be applied in conjunction with explanatory notes 1 - 4 which form part of the admissions arrangements.

28. After the admission of students with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the following order:

- a. Children in Public Care (Looked After Children). (Note 1)
- b. Children and families with exceptional medical or social needs (Note 2)
- c. Sibling: This will apply where there are brothers or sisters attending the school at the time of application, who will still be attending at the time of admission, i.e. in the September when the pupil is admitted to Year 7. Preference will be given to students living nearest to the school (Note 3)
- d. Children attending primary schools in Tameside and children educated at home. Preference will be given to students living nearest to the school (Note 4)
- e. All other applications on distance.

Sibling criteria may apply where, at the time of application, an older sibling is expected to be on roll (including in the Academy sixth form) when a younger child starts at the Academy. If the older sibling unexpectedly leaves the school after an offer has been made to a younger child the offer of a place would not be withdrawn on these grounds.

Distance will also be used as a tie-breaker where oversubscription occurs within any of criteria a to d. Preference will be given to students living nearest to the school.

In the event of distances being the same for 2 or more applicants where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applicants where the distance is the same. The random lottery will be carried out in a place accessible to the public and supervised by someone independent of the Academy. All the names will be entered into a hat and the required number of names will be drawn out.

This section of the Droylsden Academy Admissions Policy applies to all 16 - 19 year old students seeking admission to full time courses.

29. The full capacity for Droylsden Academy will be 100 in each year of sixth form.

#### Process and Consideration of Applications:

30. Students on roll at Droylsden Academy are required to apply for a place in the sixth form as are students from outside of Droylsden Academy.

31. Droylsden Academy will consider all applications received for places.

32. All students requesting a place at Droylsden Academy sixth form will be expected to have met the minimum entry requirements. The entry requirements for students on roll at the Academy will be the same as those for external applicants.

33. The Academy will give guidance to students who wish to consider a change of subject on receipt of their GCSE results.

34. Students will be admitted into the sixth form at the start of the Autumn Term in each Academy year although there may be some occasions when students transfer during an academic year.

#### Minimum entry requirements:

35. All students who receive a conditional offer of a place at the sixth form must normally achieve the following minimum requirements:-

- 5 or more A\*-C at GCSE including English Language and Mathematics.

#### Applications:

36. Students wishing to apply for a place in the sixth form should complete an application form (available from the Academy). These should be returned to the Academy no later than the end of February. Students will be offered a conditional place on the day of their interview.

37. Students holding conditional offers will have their place confirmed following receipt of GCSE results.

38. Where the Academy has made the offer of a place in the sixth form on the basis of a fraudulent or intentionally misleading application which has effectively denied a place in the sixth form to a student with a stronger claim, the offer of a place will be withdrawn.

### **Late Applications:**

39. Places will not be allocated to students who submit their application forms after the closing date until all applications made prior to the closing date have been considered, this will only be subject to the maximum capacity of the particular year group not being met.

### **Waiting List**

40. In the event of the sixth form being oversubscribed, a waiting list will be held by the Academy. Places will be offered from this waiting list based on the oversubscription criteria.
41. The waiting list will be operated by the Academy until 14<sup>th</sup> September each academic year.

### **Oversubscription criteria:**

42. Where the number of eligible applicants for a course of study exceeds the places available then admission will be determined in accordance with the following priority of admission criteria:
1. Children in Public Care (Looked After Children).
  2. Children and families with exceptional medical or social needs.
  3. Students who have a sibling resident at the same address who currently attend Droylsden Academy and will continue to do so on the date of admission.
  4. All other applications on distance.

### **Appeals**

43. There will be a right of appeal to an independent appeals panel for unsuccessful applications. Appeals will be heard within four working weeks of the appeal being received by Droylsden Academy.

### **Arrangements for admitting students to other year groups, including to replace any students who have left the Academy**

44. Subject to any provisions in TMBC's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply.
45. If more applications are received than there are places available, the oversubscription criteria in paragraph 28 shall apply. Parents whose application is turned down shall be entitled to appeal.

### **Arrangements for admission of students as the Academy builds to its full capacity**

46. Droylsden Academy will open on 1 September 2009 with a Published
- Throughout this policy, the term "parents" means all those having parental responsibility for a child*

Admission Number relating solely to students in Year 7. Students in subsequent Years will have been transferred automatically from the predecessor schools, which will close on 31 August 2009.

47. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.
48. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

#### **Notes**

*[These notes are part of the admissions arrangements.]*

#### **Note 1**

*A child in public care is defined as a child who is looked after by a local authority within the meaning of Section 22 of the Children Act 1989.*

#### **Note 2**

*Written evidence must be provided by a suitably qualified professional - e.g. a GP or consultant for medical needs, or a social worker for social needs - that he/she has exceptional needs, which means that admission to a particular school is essential. A panel of governors from the Academy will make a decision as to whether to admit a child under this criterion using the evidence provided. All information provided will be treated in the strictest confidence.*

#### **Note 3**

*Sibling includes; natural sisters/brothers; half sisters/brothers; step sisters/brothers; adopted sisters/brothers; sisters/ brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.*

*Where the last place to be allocated would mean that a sibling group i.e. twins, triplets or other multiple birth sibling groups would be split, the sibling group will be given priority over other children.*

#### **Note 4**

*Preference will be given to students living nearest to the school. The address from which distances are measured will be the permanent principal residential address, at the time of application, of the parent (as defined in the introduction to the TMBC Moving On booklet, "We're Here to Help"). The Academy will not take into account an intention to move to another address without a solicitor's letter confirming an exchange of contract for purchase of a property, or a long-term agreement for renting a residential property.*

*When a child lives with parents who share responsibility, each for part of a week, the home address, for the purpose of distance measurements and travel considerations, will be that from which the child travels to school for the majority of school days during a normal school week.*

*Distance will be measured as a straight line from the child's home address to the main gate to the school site which houses Year 7 students, using the LA's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.*