

# DUDLEY ACADEMIES TRUST

## Admissions Policy

Issue number:	001
Responsible:	Compliance & Safeguarding Officer
Approved by:	Board of Trustees
Date:	February 2019
Review date:	February 2020



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Dudley College of Technology



*Our mission: Working together we will develop inspirational academies which instil ambition and desire in young learners, open their minds, widen their horizons and equip them to succeed in a challenging world.*

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Dudley Academies Trust has an Inclusive Education Policy and the admissions policy aims to maximise the opportunity to meet parental preferences and to meet the individual needs of learners at wherever possible. The Academy does not use a selective policy based on aptitude or academic achievement.

## Policy Statement

The purpose of this policy is to make clear the admissions process to Dudley Academies Trust.

- Dudley Academies Trust (DAT) adheres to the statutory requirements and the principles outlined in the [Academy admissions code](#), which all academies are required to adhere to via the Funding Agreement between DAT and the Secretary of State.
- The DAT has agreed that the admission arrangements will remain in line with the agreed arrangements for Dudley LA maintained non-denominational secondary and primary academy's.
- More information about the DAT can be found on the website as follows:  
<https://dudleyacademiestrust.org.uk/>

## Process of Application

All applications will be co-ordinated via the home Local Authority of the applicant. Further details and timescales are set out in the Local Authority's Co-ordinated Scheme which is available from [The School Admissions Service](#).

There is no charge or cost related to the admission of a child to a school.

Copies of school catchment area maps are available from the Local Authority or the Academy.

Applications for places will be made in accordance with Dudley Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the Local Authority. The CAF can be found by visiting <https://www.dudley.gov.uk/admissions>

Alternatively, parents/carers can contact the Academy who will provide them with a copy of the form.

## Learners with Special Educational Needs or Disabilities

Learners with Statements of SEND or an EHC Plan are placed in academies through the arrangements set out in the [SEND Code of Practice](#) and not through these admission criteria. All admission authorities are required by [Section 324 of the Education Act 1996](#) to admit to the academy a child with a Statement of SEND or an EHC Plan that names the academy. Academies must admit such learners whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal ([Health, Education and Social Care Chamber](#)). Parents/carers of learners with Statements of SEND or an EHC Plan should contact their child's lead professional for any further information.

## Oversubscription Criteria

Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered against the following order of priority to allocate the available places.

- Learners in care or learners who were previously in care but immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order. Learners in care are learners who are in the care of the local authority or provided with accommodation by the authority in accordance with [section 22 of the Learners Act 1989](#).
- In accordance with legislation, a learner with a Statutory Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan will be offered a place if the school named in the Statement or Plan as the most appropriate to meet the learner's individual needs, this may reduce the amount of places available for learners who do not have a Statutory Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan.
- Learners without an EHCP but who have special educational needs, or with exceptional medical or mobility needs, which can only reasonably be met at the academy.
- *(Parents/Carers must provide supportive information from their child's Hospital Consultant at the time of application in order to be considered under these criteria. This supportive information should include information about the needs of the child and should detail the difficulties the learner would experience if they had to attend another school. Parents/Carers should also indicate why the Academy is the most appropriate to meet their child's medical condition rather than any other school. The Governing Body will not seek to obtain medical evidence on behalf of parents/carers.)*
- Learners with older siblings of statutory academy age in attendance at the preferred academy and who will still be on roll in the year of entry and where the brothers and sisters are living in the same house. This also relates to adopted or fostered learners living at the same home address
- Special conditions will apply in the event that one child from a set of twins or triplets does not gain admission to the preferred school through the admissions criteria. The Governing Body will exceed the admission number for the school concerned to prevent separation of twins/triplets.
- Where parents have shared responsibility for a child, and the child lives with both parents for part of the school week, then the home address will be determined as the address where the child lives for the majority of the school week. Parents will be required to provide documentary evidence to support the address they wish to be considered for allocation purposes. At least one item of proof must demonstrate where the child lives.
- Siblings living outside the area. Where there are siblings of statutory academy age in attendance at the preferred academy and who will still be on roll in the year on entry and where the home address is outside the designated areas or first, second or joint priority.
- Learners living within the catchment area of the Academy

- Geography - Out of the area learners. Learners living closest to the academy as measured in a direct line from the home address to the academy. The home address is considered to be the child's (along with their parents'/carers) genuine principal place of residence at the time of the allocation of places i.e. where they are normally and regularly living. If a child is resident with friends or relatives (for reasons other than guardianship), the friends' or relatives' address will not be considered for allocation purposes.

Late applications will not be considered until offers have been made to on time applicants and in accordance with the dates set out in the Admission Scheme.

There will, however, be exceptional circumstances in which a late application will be considered alongside those applications that were made within the deadline.

In each circumstance supportive documentary evidence must be provided by the parent/carer at the time of application.

## **In Year Admissions**

The Academy is part of the Dudley LA coordinated in year admissions arrangements. This scheme applies to all applications for places in existing year groups from parents/carers resident in Dudley LA or with a confirmed move to Dudley LA at the time of the application.

Applications for Academy places from parents/carers resident in, or with a confirmed move to Dudley LA must be made on the Academy application form available from the following website <https://www.dudley.gov.uk/residents/learning-and-academy/academys-and-colleges/academy-admissions/>. The Academy will consider each application. If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to make a decision.

Where parents/carers simply wish for their child to change schools, the application may be considered for the start of the following term.

Parents/carers whose application is turned down are entitled to appeal.

## **Waiting List**

Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants. Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the over subscription criteria. Any places which become available will be filled from the waiting list.

The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. It should be noted that a child's position on the list can move up or down at any time, for example by learners moving into the area who qualify for a higher criteria or by parents deciding to remove their child's name from the waiting list.

Any waiting list will be maintained until the end of the Autumn Term and then discarded.

Inclusion on a school's waiting list does not mean that a place will eventually become available there. A child's position on a waiting list is not fixed and is subject to change during the year i.e. they can go up or down the list.

## Repeat Applications

It is not the Governing Body's Policy to consider repeat applications in the same academic year unless there have been significant and material change in the circumstances of the applicant.

## Appeals

The Academy must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the Academy is required to admit the child.

The arrangements for appeals will be in line with the [Code of Practice on Academy Admission Appeals](#).

Parents/carers who want to appeal will normally have 20 school days, after receiving notification of a place not being offered, to lodge an appeal.

Parents/carers wishing to appeal against an admission appeal should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged not less than 5 academy days before the appeal hearing.

Parents/carers will be given 10 academy days' notice of the appeal hearing, unless they agree to a shorter period of notice.

The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 5 academy days. In the case of unsuccessful appeals, the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

## Annex A - Notes/definitions to the oversubscription criteria

**Learners in Public Care\*** are those looked after by a local authority within the meaning of [Section 22 of the Learners Act 1989](#).

**Learners Previously in Public Care\*** are those who were looked after, but ceased to be so because they were adopted (or became subject to a residence order, Childs Arrangement Order or special guardianship order).

\*Documentation will need to be provided as proof of care status.

- Under the terms of the [Adoption and Learners Act 2002](#)
- Under the terms of the [Learners Act 1989](#)
- Section [14A of the Learners Act 1989](#)

**Local siblings:** Learners are defined as local siblings if:

- they live within the Area of Prime Responsibility;

## **AND**

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are learners of the same household;

## **AND**

- The older sibling is already in attendance at the preferred academy and will be in attendance at the time of admission of the younger sibling.

**Please note** that the offer of a place at any particular academy does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e. where an admission authority serves an Area of Prime Responsibility, only learners who live within the Area of Prime Responsibility will be afforded priority of admission under the local sibling criterion.

**Geographical considerations (for those living within an academy's Area of Prime Responsibility):** Priority will be given to those learners who live within the Area of Prime Responsibility for the academy. Where an academy also has a First Area of Responsibility, learners living in this area will be given the highest priority.

If in any year there are more learners living within the Area of Prime Responsibility than the number of places available at the academy, priority will be given to those learners who live closest to the academy. Distances from home to academy are measured in a straight line between the address point of the child's home and a central point within the main academy building using Dudley Council's computerised mapping system.

**Geographical considerations (for those living outside an academy's Area of Prime Responsibility):** After places have been allocated from within the Area of Prime Responsibility, any remaining places will be allocated to those learners who live closest to the academy. Distances from home to academy are measured in a straight line between the address point of the child's home and a central point within the main academy building using Dudley Council's computerised mapping system.