



# Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

## ADMISSIONS POLICY

2019 - 2020

<b>Approving Body</b>	Trust
<b>Date of First Approval</b>	Oct 2017
<b>Date of Last Amendment</b>	Dec 2017
<b>To be Reviewed</b>	Oct 2018
<b>Responsible Officer</b>	Kathryn Burns

## **ARRANGEMENTS FOR THE ADMISSIONS OF PUPILS TO ALL ACADEMIES WITHIN THE BEACON MULTI-ACADEMY TRUST**

The Board of the Beacon Multi-Academy Trust is the Admissions Authority with the Local Governing Body responsible for the administration of the admission arrangements. The Trustees remain responsible for any appeals.

<b>Schools</b>	<b>Published Admission Numbers</b>
Beal High School	1800FTE
The Forest Academy	900FTE
Beacon Business Innovation Hub (14-19 AP)	100FTE

If the number of applications for places at the School is greater than the admission number set for that year group, applications will be considered against the criteria set out below. Children with a statement of educational needs or Education and Health Care Plan that names a Beacon Academy Trust School will be allocated places, after which places are allocated up the published Admissions Numbers of each School to an agreed set of criteria in strict order of priority as shown below:

1. Looked after children (children in public care), or previously looked after children.
2. Pupils with brothers or sisters who are already at the School
3. Pupils whose main residence is within the catchment area. Parents can view each School catchment area through their local authority website.
4. Children of staff employed at the School.
5. Proximity to the School will be measured by the shortest walking distance from the child's front door to the main entrance at school using the local authority electronic measuring system.

### **Tiebreaker**

If two or more children are tied for the last place a lottery will be drawn by an independent person, not employed by the school, or working in children's services directorate at the local authority.

## **Definitions of terms used in the admission arrangements**

In accordance with legislation the allocation of places for children with the following will take place first; Statement of Special Educational Needs (Education Act 1996) or Education, Health and Care Plan (Children and Families Act 2014). Remaining places will be allocated in accordance with this policy.

### **1. Looked after children**

The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a 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. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist 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.

### **2. Rules for Siblings**

Included in this factor are stepbrothers and sisters and half-brothers and sisters living at the same address and who will be attending the School at the expected time of admission.

#### **Twins and other siblings from a multiple birth**

In these cases, all the children will be considered together as one application. If one or more can be admitted within the published admission number, the school will be allowed to go above its admission number as necessary to admit all the children, unless this would make the class too large.

### **3. Rules for Residence**

By home we mean the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989. Or any child in the household where an adult in the household is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a parent but who has responsibility for her or him. It could include a child's guardians but will not usually include other relatives such as grandparents, aunts, uncles etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property.

If you have more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.

### **4. Children of staff at the School**

Either

(a) where the School has employed a member of staff for two or more years at the time the application for admission is made.

Or

(b) where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

\*A member of staff will be any salaried person employed at the School.

## **5. Distance**

Distance will be measured by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

By home we mean the address where the child lives for the majority of term time with a parent as defined in section 576 of the Education Act 1996 who has parental responsibility for the child as defined in the Children Act 1989.

Where a child lives normally during the school week with more than one parent at different addresses, the home address for the purposes of school admissions will be the one where the child spends the majority of term time. If a parent can show that their child spends an equal amount of time at both addresses during term time, they can choose which address to use on the application.

If a parent has more than one home, we will take as the home address the address where the parent and child normally live for the majority of the school term time.

In the event of more than one child living the exact same straight line distance then each child will be admitted.

## **6. Waiting list**

For admission into Year 7 the Trust will keep a waiting list, which we call a reserve list. If you do not get a place at your first preference school your child is automatically put on the reserve list for any schools above the one you were offered. This list is in the order of the oversubscription criteria. Names can move down the list if someone moves into the area and is higher placed on the oversubscription criteria. Places at another Beacon school may be offered if appropriate. The Schools Admission Team keeps the list until the end of August preceding entry. After this, schools will keep the reserve list until the end of the autumn term, you should contact the Trust for information about the reserve list. Schools are not required to keep any lists for any other year groups. If you wish your child to join the school at other times you can ask if the governors keep a reserve list. If they do it will be kept in the order of the oversubscription criteria. The time you have been on the list is not taken into account.

## **7. Process of application for the normal intake year**

Arrangements for applications for places in other Year groups the admissions authority will be made in accordance with the Beacon Multi-Academy Trust co-ordinated admission arrangements; Parents must apply through their home local authority. The admission authority will work within the timetable of the relevant Local Authority who will make the offers of places on their behalf as required by the School Admissions Code.

## **8. Admission of children outside their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Principal etc. Some of the evidence a parent might submit could include:

- a. whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- b. information about the child's academic, social and emotional development;
- c. where relevant, their medical history and the views of a medical professional;
- d. whether they have previously been educated out of their normal age group; and
- e. whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Governors will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

## **9. Mid-year admissions**

The governors will accept admissions into other year groups if there are places. If there are more applications than places, then the oversubscription criteria will be used to decide who should be offered the place. If there are no places, then you will be told of the independent appeal system. The PAN for the intake year applies across all cohorts as per the table above.

To apply for a place other than the start of Year 7, parents should contact the school to arrange for an appointment to visit the school. Application for a school place should be made directly to the Trust on a mid-term application form available from the Trust. If there is a space in the relevant year group a place will be granted. If the application is for a place in an over-subscribed year group then the Principal will meet with a governor to apply the oversubscription criteria and to consider whether additional places can be offered above the published admission number.

Other than the first term of Reception/Year 7, the school will maintain a waiting list for unsuccessful applicants. If any vacancies arise, places will be offered to applicants included on the waiting list in strict accordance with normal published oversubscription criteria. If a place can be offered the applicant will be expected to take up the place within 6 school weeks or by the start of the next half term, whichever is the earliest date, with the exception

of Reception children who have deferred entry until later in the same academic year. If an offer of a place is refused, the name will be removed from the waiting list. At the end of the first term of the academic year of admission, the waiting list will transfer from LBR to the school.

## **10. Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to the area, or crown servants returning to live in the area from overseas, the Governors will:

- a. Allocate a place in advance of the family arriving in the area provided an official letter that declares a relocation date and a Unit postal address accompanies the application or quartering area address to use when considering the application against the school's oversubscription criteria.
- b. Accept a Unit postal address or quartering area address for admissions purposes for a service child. The Governors will not refuse a service child a place because the family does not currently live in the area.

## **11. Fraudulent or Misleading Applications**

As an admission authority we have the right to investigate any concerns we may have about your application. We may withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

## **12. Appeals against a decision not to admit a child to the School**

Parents have a legal right to appeal against a decision not to admit a child to the School. The Trust will be happy to provide information about this on request. Any applicant refused a place at Beacon Academy Trust schools, has a right of appeal to an independent appeal panel in accordance with the School Admission Appeals Code. As the Academy Trust is an admission authority you should contact the Chair of the Trust to lodge your admission appeal if you are refused admission. The Trust will provide the information you need.

The Academy Trust has to ensure that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admission Appeals Code published by the Department for Education. If, after your appeal, you are concerned that the appeal did not comply with the Code or was set up wrongly, and that this affected the outcome of your appeal, you can complain to the Education Skills Funding Agency (ESFA). The ESFA will investigate the complaint on behalf of the Secretary of State. If the ESFA finds that the appeal arrangements have breached the Code, the academy may be required to establish a fresh appeal to hear your case if EFA finds that any breach may have affected the outcome of the appeal.

Complaints to the ESFA about the appeal panel process should be submitted by sending a completed complaint form by email to [academyquestions@efa.education.gov.uk](mailto:academyquestions@efa.education.gov.uk) or by post to the Admission Appeal Complaints team at the Education Skills Funding Agency.