



**Central Academy**  
The best in everyone™  
Part of United Learning



# Admissions Policy 2021/22

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## **1. POLICY STATEMENT**

- 1.1 Richard Rose Central Academy is a member of United Learning. In keeping with the group ethos of bringing out the 'best in everyone', the Academy believes in the concept of 'open and fair' admission for all; this includes the open and fair allocation and offering of places. The Academy ensures that policies and procedures reflect this and are in line with its Funding Agreement with the Secretary of State, the revised Schools Admission Code and Regulations, (February 2012) - as part of Section 84 of the Schools Standards and Framework Act (1988) and all other relevant statutory guidance and legislation including the statutory admissions and appeals code of practice. We are committed to ensuring that the application of this policy is non-discriminatory in line with the *UK Equality Act (2010)*.
- 1.2 This policy is reviewed regularly by the Academy's management team and the governing body as legally required. This admissions policy forms an annex to the funding agreement between United Learning and the Secretary of State.
- 1.3 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.
- 1.4 The Academy believes that students new to the establishment should have a detailed personalised induction programme which helps students to settle quickly, reducing unauthorised absence and impact on students overall learning.

## **2. WHO DOES THE POLICY APPLY TO**

- 2.1 Students, parents/carers and the community.

## **3. WHO IS RESPONSIBLE FOR CARRYING OUT THIS POLICY**

- 3.1 Governors, Principal and delegated officers.

## **4. WHAT ARE THE PRINCIPLES BEHIND THIS POLICY**

- 4.1 To comply with the Admissions Code.
- 4.2 To comply with the Funding Agreement conditions.
- 4.3 To ensure that all students are given fair access to education.
- 4.4 To ensure that students are inducted effectively into their new establishment.

## **5. PROCEDURES**

### **5.1 Arrangements for Admission to 11-16 Provision**

The admission arrangements for Central Academy for the Year 2021/22 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

- a) Central Academy has an agreed admission number of 240 students. The Academy will accordingly admit 240 students in the relevant age group each year if sufficient applications are received, and no more than 240 students.
- b) Central Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraphs 5.10 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply.

## **5.2 Process of Applications**

Applications for places at Central Academy for the main intake, i.e. September Year 7, will be made in accordance with the Local Authority's co-ordinated admissions arrangements and will be made on the Common Application Form (CAF) provided and administered by Cumbria County Council and published in its co-ordinated admissions scheme.

- a) Before 1 September - Central Academy will publish in its prospectus and on its website information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Academy will also provide information to the Local Authority by 24 April for inclusion in the composite prospectus, as required;
- b) September/October – the Academy will provide opportunities for parents/carers to visit the Academy;
- c) September/October – CAF to be completed and returned to the Local Authority by the published date;
- d) November/December – Local Authority sends details of applications to the Academy;
- e) December/January - The Academy sends list of students to be offered places to the Local Authority in line with the admissions criteria set out below;
- f) January/February – Local Authority applies agreed scheme for own schools, informing other Local Authorities of offers to be made to their residents;
- g) 1<sup>st</sup> March – or first working day in March, offers are made to parents/carers by the Local Authority on behalf of the Academy.

## **5.3 Consideration of Applications**

Central Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Academy will offer places to all those who have applied.

## **5.4 Procedures where Central Academy is Oversubscribed**

*Criteria applied to admissions.*

Where the number of applications for admission is greater than the published admissions number, applications will be considered in the order of and against the criteria set out below:

Students with an Education, Health and Care Plan where the Academy is named will be offered a place.

- a) Looked after children and previously looked after children; Looked after children who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 and children who were looked after, but ceased to be because they were adopted (or became subject to a child arrangement order or special guardianship order). (A letter from the responsible local authority confirming the young person's status must be provided);
- b) Children who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the Academy rather than any other school. Documented social, medical or

psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant (not the young person's own GP) or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the child's needs or circumstances.

- c) Students living in the catchment area of the Academy as defined by the Local Authority catchment map. Children living in the catchment area of the Academy. If more children from within the catchment area apply than there are places available, places will be allocated in the following order:
  - a. Children who at the time of application have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on roll at the time of the sibling's admission.
  - b. Children living in the catchment area of the Academy as defined by the Local Authority catchment map. This will be prioritised by the criteria outlined in 5.4 (f).
- d) Children of staff:
  - a. Where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made; or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e) Children living outside the catchment who at the time have a brother or sister (including adopted siblings, step-siblings and those living as siblings in the same family unit) on the roll of the Academy and who will still be on the roll at the time of the sibling's admission, based on the criterion of those who live closest to the Academy measured by the shortest safe walking route by road to the main entrance of the Academy (the distance to be determined by using a distance measurement tool, such as Google Maps).
- f) Other children from outside the catchment area whose parent/carer wants a place for them; places will be offered to those meeting the criterion who live closest to the Academy measured by the shortest safe walking route by road (the distance to be determined by using a distance measurement tool, such as Google Maps).

In the event of a tie break under criteria d, e and f, when all other factors are equal, random allocation will apply. Random allocation will be applied by allocating each applicant a number which will be randomly sorted by a computer programme. The process will be overseen by an independent scrutineer.

If the last student to be offered a place within the Academy's published admission number (PAN) is a multiple birth or same cohort sibling (including adopted siblings, step-siblings, and those living as siblings in the same family unit) any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the Academy's PAN. The PAN will remain unchanged so that no other students will be admitted until a place becomes available within the PAN.

These criteria apply for Year 7 entry. Applications will be considered by the Academy for years other than the normal year of entry. If the year-group applied for has a place available, this will be offered to the applicant unless one of the exceptional circumstances apply for a child with challenging behaviour as set out in the School Admissions Code. If more applications are received than there are places available, the oversubscription criteria in paragraph 5.4 (a-f) shall apply.

The annual allocation of places will be supervised by at least two persons being Governors or a Committee of the Governing Body that has delegated power to undertake this responsibility, and who are not otherwise involved in meeting and briefing prospective parents and students, and who have not otherwise been involved in discussing individual cases during the admissions process.

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

### **5.5 Operation of Waiting Lists**

- a) Subject to any provisions regarding waiting lists in the Local Authority's co-ordinated admission scheme, Central Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until one academic term after the admission date. This will be maintained by the Academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- b) A young person's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5.4 (a – f) above. Where places become vacant they will be allocated in accordance with the oversubscription criteria.

### **5.6 Late Applications**

- a) Late applications will be considered within the terms of the co-ordinated admissions scheme. The Local Authority will co-ordinate late applications to ensure consistency.
- b) In the case of oversubscription the procedure outlined in 5.4 (a – f) will apply.

### **5.7 Arrangements for admission to post 16 provision**

- a) Central Academy will provide a range of courses for post 16 education. All students from the Academy will be admitted to the post 16 programme providing an appropriate course of study is available and the student has the pre-requisite qualifications for the course(s) requested.
- b) The number of these students will be capped at each year's EFA allocated numbers.
- c) Other/external students will be admitted into Year 12 up to EFA allocations less the number of the Academy's own students, providing an appropriate course of study is available, there is a place available within the course(s) requested and the student has the pre-requisite qualifications.
- d) The Academy will, on an annual basis, publish specific criteria in its prospectus, on its website and in other promotional materials in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external applicants. In order to maintain high standards of teaching and learning the Academy reserves the right to place limits on the number of students that can be recruited on each course.
- e) There will be a right to appeal for unsuccessful applicants to the Academy post 16 provision.

### **5.8 Arrangements for Admitting students to other year groups, including to replace any students who have left Central Academy**

- a) Subject to any provisions in Cumbria County Council's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy 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. All applications will be considered in strict chronological order. If more applications are received than there are places available, the oversubscription criteria in paragraph 5.4 (a – f) shall apply. Parents/carers whose application is turned down have the right of appeal to an independent appeal panel.
- b) The Academy will participate in Cumbria County Council's In-Year Fair Access Protocol.

### **5.9 Arrangements for Admission of Students as Central Academy Builds to its Full Capacity**

- a) From 1<sup>st</sup> September 2008 onwards, 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.
- b) There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

#### **5.10 Annual Procedures for Determining Admission Arrangements**

Central Academy will consult by 31st of January each year on its proposed admission arrangements with:

- a) School Admissions, Cumbria County Council
- b) All other admission authorities for primary and secondary schools located within the relevant area for consultation set by the Local Authority;
- c) Any other Governing Body for Primary and Secondary schools (as far as not failing within paragraph c) located within the relevant area for consultation;
- d) Affected admission authorities in neighbouring Local Authority areas.

#### **5.11 Publication of Admission Arrangements**

Central Academy will publish its admission arrangements each year once these have been determined on its website.