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Policy for

Admissions 2019-2020

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Prepared by:	Adopted by Board of Trustees	Signed	Renewal Date (annual cycle)
Reviewed Sep 2017 MATBOM	<b>December 2017</b>	<b>Mrs S Bowen</b> Chair of Board of Trustees	<b>Summer Term 2018</b>

## **Admissions Policy**

### **1. Introduction**

Academies are required by their funding agreements to comply with the regulations that are set out Section 88C of the School Standards and Framework Act 1998 and the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012, the Statutory School Admissions Code and the School Admission Appeals Code.

Our Board of Trustees and Local Academy Committees apply the regulations on admissions fairly and equally to all those who wish to attend any Academy of the Aspire Educational Trust.

This policy document applies to all Academies of the Aspire Educational Trust and should be read in conjunction with the individual academy's admission arrangements.

### **2. Aims and objectives**

- We seek to be an inclusive Multi Academy Trust, welcoming children from all backgrounds and of all needs and abilities.
- All applications will be treated on merit, and in a sensitive manner.
- It is our wish for parents and carers to find a place for their child at the school or academy of their choice. However, this is not always possible due to excess demand on the places available. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the Trusts published admission arrangements criteria to determine the order in which applicants can be offered places.

### **3. How parents and carers can apply for their child to be admitted to one of our Academies**

All applications for places must be made via the Local Authority Admissions Teams in the first instance. Contact details for our local authorities can be found in Appendix 1.

Local Authorities websites provide relevant information for parents and carers on how to apply for a place at a school/academy of their choice for the normal annual admissions rounds in September and for admissions outside the normal rounds (in-year admissions/transfers).

Parents and carers have a right to express their preference, but this does not guarantee a place at a particular school or academy.

The Aspire Educational Trust is the Admissions Authority for all its academies and determines the admission arrangements and criteria in agreement with our local authorities (LA). The admission arrangements are published on the Trust and the academies websites and notified to the Local Authorities.

### **Normal Annual Admissions Rounds (Admission to Reception)**

- Children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September (i.e. when the autumn term begins). Parents and carers who would like their child to be admitted to an Aspire Educational Trust Academy during the year their child is five should ensure that they complete a Local Authority application by the date stipulated on the LA website. Applications can be made usually between 1<sup>st</sup> September of the previous year and a date in January of the year of entry (for example, applications to start school in September 2017 had to be made between 1<sup>st</sup> September 2016 and 15<sup>th</sup> January 2017).
- All applications must be made on a form that can be obtained from the local authority's website (either online or paper version), and should be submitted/returned to the Local Authority by the date stipulated on the website. Late applications are considered after 'on-time' applications.
- If the academy is undersubscribed all applications will be offered a place.
- The Local Authority will notify the Academy of applications shortly after the closing date. A panel of the academy's Local Academy Committee will be responsible for ranking the applications in accordance with the admissions criteria and notifying the Local Authority Admissions Teams of the ranked applications. The Local Authority is responsible for notifying parents and carers of places offered as soon as all the applications have been considered and notifying the Academy of places offered.

### **In Year Admissions/Transfers**

- Applications for school places after the first day of the school year into any year group are referred to as 'in year' admissions/transfers.
- All in year applications must be made on a form that can be obtained from the local authority's website (either online or paper version), and should be submitted/returned to the Local Authority.
- The Local Authority will notify the Academy of applications and the Academy will notify parents and carers and the Local Authority of the decision as soon as the application has been processed and within the timeframe stipulated by the Local Authority.
- Academies of the Aspire Educational Trust will be part of the Fair Access Protocol agreed with their Local Authority to ensure that the needs of all pupils, both existing and potential, continue to be met in suitable provision.

The Fair Access Protocol is designed to ensure that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The agreed protocol ensures that no school - including those with available places - is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol includes how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

#### **4. Admission appeals**

If we are unable to offer a child a place at one of our Academies, this will be because to do so would prejudice the education of other children by allowing the number of children in the Academy to increase too much.

##### **Normal Round Appeals (Reception)**

Parents and carers have the right to appeal against a decision to refuse entry. They can do so by sending an appeals form to the Academy by the appeals deadline. Appeals forms can be obtained from the Academy office. Dates for appeals deadlines can be found on the Local Authority websites.

Appeals lodged after these dates (late applications for appeal) will be heard within 40 school days of the appeal deadline or 30 school days of being lodged, whichever is the later date.

##### **In Year Appeals**

Parents and carers have the right to appeal against a decision to refuse entry. Appeal applications must be lodged with the relevant Academy within 20 school days from the date of notification that the application for admission was unsuccessful. Appeals are normally heard within 30 school days from the date the completed appeal form is received by the Academy.

##### **All appeals**

The Aspire Educational Trust will arrange for an independent panel to hear all appeals. The appeal panel's decision is binding for all parties concerned.

Notification of the appeal hearing will be sent to appellants 10 schools days in advance of the hearing. If an appellant wishes to provide additional evidence which was not included in their original application or appeal form this must be received 5 working days before the hearing date. Otherwise the Panel is entitled to decide not to accept information or evidence submitted after that deadline.

(Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004 and was updated February 2012).

#### **5. The standard number & Published Admission Number (PAN)**

The 'standard number' (capacity) is the number of children the LA considers an academy can accommodate. The Published Admission Number (PAN) is the number of children normally admitted in each annual admissions round. We keep these numbers under review, and the Board of Trustees may decide to increase the numbers without consultation if circumstances change.

The pupil admission numbers and capacity for our academies are:

	PAN	Academy Capacity
Ash Grove Academy	30	204
Peover Superior Endowed Primary School	11	77
Puss Bank School & Nursery	60	420
Sandbach Primary Academy	15	105
The Wilmslow Academy	60	420
Underwood West Academy	60	442

#### **6. Sizes of classes for infants**

Infant classes are those in which the majority of children turn 5, 6 or 7 during the course of the school year ie; Reception, Year 1 and Year 2 classes.

We teach infant children in classes that have a maximum number of 30 children in line with The School Admissions (Infant Class Sizes) (England) Regulations 2012 which limits the size of an infant class during an ordinary teaching session to 30 pupils per school teacher.

Infant class size legislation makes allowance for the entry of an additional child in very limited circumstances where it would be prejudicial to his or her interests not to admit them ('excepted pupils').

#### **7. Repeat Applications**

The arrangements for dealing with repeat applications will be outlined in each academy's own admission arrangements and criteria in agreement with their local authority (LA).

#### **8. Waiting Lists**

For entry into Reception year, waiting lists are held until the end of the Autumn term by the Local Authority.

The arrangements regarding other waiting lists will be outlined in each academy's own admission arrangements and criteria in agreement with their local authority (LA).

#### **9. Monitoring and review**

This policy will be monitored by the Board of Trustees, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed every three years, or earlier in the light of any changed circumstances, either in our Trust, in the local area or in admissions regulations.

## Appendix 1

### Contact details for Local Authorities Admissions Departments

#### Cheshire West & Chester Local Authority

Website: <https://www.cheshirewestandchester.gov.uk/residents/education-and-learning/school-admissions/school-admissions.aspx>

Email: [admissions@cheshirewestandchester.gov.uk](mailto:admissions@cheshirewestandchester.gov.uk)

By post: School Admissions, Cheshire West and Chester Council, Wyvern House, The Drummer, Winsford, CW7 1AH

Telephone: 0300 123 7039

CWAC Primary Admissions Booklets

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/schools/admissions/information-booklets/3845-Primary-Guide-2017-18-web.pdf>

#### Cheshire East Local Authority

Website:

<http://www.cheshireeast.gov.uk/schools/admissions/admissions.aspx>

Email: [admissions@cheshireeast.gov.uk](mailto:admissions@cheshireeast.gov.uk)

By post: School Admissions, Cheshire East Council, Floor 7, c/o Municipal Buildings, Earle Street, Crewe, Cheshire, CW1 2BJ

Telephone: 0300 123 5012

CE Primary Admissions Booklets

[http://www.cheshireeast.gov.uk/schools/admissions/information\\_booklets\\_and\\_sifs/information\\_booklets\\_and\\_sifs.aspx](http://www.cheshireeast.gov.uk/schools/admissions/information_booklets_and_sifs/information_booklets_and_sifs.aspx)