



DUDLEY ACADEMIESTRUST

Admissions Policy

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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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[insert name of academy] is a member of Dudley Academies Trust which operates a number of academies in the West Midlands region. The admissions policy aims to make clear the admissions process, maximise the opportunity to meet parental preferences and to meet the individual needs of learners wherever possible.

Aims

This policy aims to:

- Explain **how to apply** for a place at the academy (school).
- Set out the academy's **arrangements for allocating places to the learners** who apply.
- Explain **how to appeal** against a decision not to offer your child a place.

Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, we are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#). This policy complies with our funding agreement and articles of association.

Definitions

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the [Adoption Act 1976](#) or the [Adoption and Children Act 2002](#), or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

How to Apply

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](#). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

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.

Requests for Admission Outside the Normal Age Group

Parents/carers are entitled to request a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the [School Admissions Code](#), this will include taking account of:

- Parents/carers views.
- Information about the child's academic, social and emotional development.
- Where relevant, their medical history and the views of a medical professional.
- Whether they have previously been educated out of their normal age group.
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- The principal's views.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed below. Applications will not be treated as a lower priority if parents/carers have made a request for a child to be admitted outside the normal age group.

Parents/carers will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

Allocation of Places

The academy has an agreed admission number of **[insert number]** learners for entry in Year 7.

Learners with Education Health and Care Plan

Learners with an education, health and care (EHC) plan are placed in schools 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 school a child with a statement of SEND or an EHC Plan that names the school. Schools 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 a statement of SEND or an EHC Plan should contact their child's lead professional for any further information.

Oversubscription Criteria

All children whose education health and care (EHC) plan names the school, will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, against the following order of priority until all places are filled.

- Learners who are currently Looked After or children who were previously Looked After but immediately after being Looked After became subject to an adoption, child arrangement, or special guardianship order. See notes below.
- Learners with a “serious and ongoing medical condition” where [insert name of academy] is the most appropriate setting to meet the condition. Parents must provide supportive information from the child's Hospital Consultant at the time of application. Applicants should also indicate why **[insert name of academy]** is the most appropriate setting to meet their medical need. The academy will not seek to obtain medical evidence on behalf of parents.
- Learners with a brother or sister, half-brother/sister (where the children share one common parent), or step brother/step sister living at the same home address and who will still be attending **[insert name of academy]** in September 2021. The definition of brother or sister also relates to adopted or fostered children living at the same home address.
- Proximity of the learner's home to the academy, with those living nearer being accorded the higher priority. The distance measured will be by straight line measurement in metres from the home address to the main entrance to the academy.

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.

Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the academy will use the distance between the academy and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the academy. Distance will be measured in a straight line from the child's home address to the academy's front gates on [road name]. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the academy is the same, random allocation will be used to decide between them. This process will be independently verified.

In-Year Admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school, will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, you can request that your child's name be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the learners on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for school places from parents/carers must be made on the In-Year application form available from Dudley Local Authority School Admissions Service 0300 555 2345. 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.

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/carers deciding to remove their child's name from the waiting list.

Any waiting list will be maintained for the academic year. 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 Board of Trustees's policy to consider repeat applications in the same academic year unless there have been significant and material changes in the circumstances of the applicant.

Appeals

If your child's application for a place at the academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

School Admissions Team
Council House
Priory Road
Dudley
DY1 1HF

Telephone: 0300 555 2345

Email: admissions.cs@dudley.gov.uk

Website: www.dudley.gov.uk/admissions

The academy will 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 School 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 decision 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 no less than **5 school days** before the appeal hearing.

Parents/carers will be given at least **10 school days'** notice of the appeal hearing, unless they agree to a shorter period of notice. Appeals must be heard within **40 school days** of the deadline for making an appeal.

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