



Admissions Policy

Date Published: 16.07.19

Review Date: 16.07.20



1. Aims

This policy aims to:

- Explain **how to apply** for a place at Rushden Academy
- Explain **how to appeal** against a decision not to offer your child a place

2. 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, the school is required by its 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.

3. Definitions

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.

4. How to apply

4.1 [Normal admissions](#)

For applications in the normal admissions round you should use the Common Application Form provided by Northamptonshire County Council (NCC). You will receive an offer for a school place directly from the local authority.

4.2 [In-year admissions](#)

The academy will follow the agreed NCC Fair Access Protocol for hard-to-place children with applications going directly to the Local Authority. You can apply for a place for your child at any time outside the normal admissions round. For these applications you will still use the Common Application Form provided by Northamptonshire County Council (NCC).

On receipt of the completed Common Application Form (CAF), NCC's School Admissions team will consider the information provided by the parent/carer. If there are indications that your child has any special educational needs, social or medical issues, behavioural issues, previous exclusions, involvement with other professional organisations such as Social Services, Police, or any attendance issues, further enquiries will be made with the previous school and other agencies in order to establish if the child is a Fair Access case and/or meets the criteria for the IYFAP.

If there is no evidence on the Common Application Form, to suggest any of the above, no further information will be sought from the previous school, and the application will be processed as a normal in-year application. The school will be informed and have an opportunity to review the application form in view of our admission protocol. If the in-year application is successful the family will be invited in to school to ensure a smooth transition and effective induction process.

An in-year application may be rejected by the school due to over-subscription or due to accepting a disproportionate number of pupils who have challenging behaviours in a particular year group. This could also include accepting pupils who have been excluded from other schools. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

5. Over-Subscription Criteria

5.1 The following criteria will be applied to all applications, in the order set out below, to decide which children to admit in the event of oversubscription ie when there are more applications than places available:

1. "Looked After Children", as defined by section 22 of the Children's Act 1989

Children in Care (Looked After Children) a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989.

2. Where a child has a brother or sister currently in the academy

Brother or sister is defined to include adopted siblings, half-siblings, step-siblings, and the child of a parent or carer's partner; but only if the siblings in question are resident in the same household.

3. Children living in and attending state-funded primary schools in the civil parishes of Rushden.

A map of the area is available from the academy.

4. Where there are medical grounds for admitting the child. These must be supported by a doctor's report explaining why the academy is the most suitable academy for the child

Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred academy;

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.

5. Children of a member of staff employed by the academy for more than two years at the time of which the application is made, living in the same family unit at the same address (letter from Principal required and must be submitted at the time of application).

6. All other children (i.e. those resident and attending primary academy outside the areas specified in criteria 3)

In the event of a "tie" under a single criterion (as above), allocation of a place will be decided by the proximity of the child's home to the academy with those nearer accorded the higher priority. Distances supplied by the LA will be used and these will measure the straight line

distance using the Ordnance Survey eastings and northings of the home and academy address. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots.

5.2 Applications from twins and other multiple births

The academy will admit a twin (or other sibling from a multiple birth) even if this takes the number of admissions over the PAN, if to do otherwise would result in such siblings being separated.

5.3 Admission of children of UK Service personnel outside the normal admissions round

Applications for children of service personnel with a confirmed posting to the county, or crown servants returning from overseas to live in the county, will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.

An official letter, such as a posting note or letter of support from the commanding officer, should be sent to the Local Authority as soon as possible. This should include the relocation date and Unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area'). Until a fixed address is available, the Unit postal address or quartering area address will be used and a school place allocated accordingly.

The local Authority will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school. Their position on any waiting list will be set accordingly.

All applications will be dealt with in accordance with these admission arrangements. If a reasonable alternative cannot be offered, the child may be admitted as an 'excepted pupil' under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

6. Waiting List

In the event of oversubscription, a waiting list will be maintained by the academy, ranked according to the criteria set out above. Applicants will join the waiting list according to these criteria regardless of the order in which the applications are received. When a place becomes available, it will be allocated to the child at the top of the waiting list. The academy will maintain the waiting list and parents must go to the academy to go on the waiting list, the list will close at the end of the summer term for a September start date.

7. Admissions and Rushden Academy's Home-School Agreement

All students and their parents are required to sign Rushden Academy's Home-School Agreement once enrolled into the school (See Appendix B: Home-School Agreement)

8. Admission to Post 16 Provision

There is no limit on Post 16 places for pupils completing Year 11 at the academy and meeting the entry requirements below. There will be an agreed number of places available to pupils applying from other schools. Where there is capacity to accept additional pupils on courses, additional pupils may be admitted. If this is not the case and there is over-subscription from pupils who meet the minimum entry requirements below, the over-subscription criteria above will be applied.

The Post 16 provision currently offers a range of advanced courses which includes Level 3, Level 2 and Btec as well as opportunities to re-sit key GCSE subjects such as Maths and English. The minimum entry requirement for A levels is five or more 9 to 5 grades at GCSE. For admission to some A Level courses, additional GCSE requirements may apply. Such course requirements are published in the TENC (The East Northants Consortium) prospectus available from Rushden Academy. Applicants to programmes mainly comprising vocational courses may be accepted with three or

four suitable 9 to 4 grades if this is judged to be appropriate. Post 16 students who do not meet these requirements may be offered a Level 2 provision incorporating re-sit GCSE courses.

9. Right of Appeal

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision in relation to the offering of a place for a student to Rushden Academy. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:

- At least one person who has no personal experience of Rushden Academy defined as a 'lay member'.
- At least one person with experience in education.

The arrangements for appeals will be in line with the Code of Practice on Academy Admission Appeals published by the Department of Education as it applies to academies.

Parents will normally have 14 days (10 working days) after notification of a place not being offered at Rushden Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.

Parents wishing to appeal against an admission decision by Rushden Academy should send a completed appeal form (Appendix A) to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

Parents will be given 14 days (10 working days) notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing Rushden Academy will provide the parent with a written statement detailing the reasons why it has not been possible to allow the student to attend Rushden Academy. The Appeal panel will have the discretion to refuse to admit late evidence.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days (10 working days) of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

If your child secures a place on appeal, the place must be taken up within 20 school days of the date stated on the original application form.

Deadline

The deadline for applications for places at the academy for Year 7 in September 2020 is 31 October 2019. Applications are possible after this date, but they will be treated as late admissions under the LA's agreed procedures.

Monitoring arrangements

This policy will be reviewed and approved by the Governing body every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the trust will publicly consult on these changes.



For office use only:
Date issued
Issued by
Date received

Appendix A
RUSHDEN ACADEMY APPEALS PANEL
SCHOOL ADMISSION APPEAL - NOTICE OF APPEAL

Before completing this form, please read the Admissions Policy

Please complete in BLACK INK

The completed form should be returned as quickly as possible to: **Clerk to the Governors, Rushden Academy, Hayway, Rushden, Northants NN10 6AG**

1. Name of child

Child's Date of Birth Please state **M**ale or **F**emale.....

2. Name of Parents or Guardians: (Mr/Mrs/Ms)

3. Address (including postcode)

Telephone Number (during office hours)

E-mail address

4. Name of current school
 Name of School offered

5. Please indicate whether you would be attending the appeal hearing: Yes No

6. If you require disabled access/support to enable your attendance, please give details:

7. If you require a Sign or Language Interpreter, please state, including Language/dialect:

Home- School Agreement

Success for all children at Rushden Academy is built upon an open and supportive partnership between all concerned. A sound and co-operative Home-School Agreement will enable us to work within our School Philosophy and towards our Educational aims, thus ensuring that all students fulfil their full potential.

Rushden Academy

We will:

- Provide a fulfilling and challenging education
- Encourage every pupil to do their best
- Provide a secure and caring environment
- Promote the school's values and ethos
- Provide and follow a clear behaviour and uniform policy
- Set, monitor and Mark homework regularly
- Maintain a positive environment for learning
- Communicate regularly with parents about pupils' progress

Tutor's Signature:

Dated:

Students

We will:

- Arrive on time and aim for 100% attendance
- Wear my school uniform with pride and make every effort to be smart in appearance
- Bring the equipment I need for learning each day
- Always do my best and have a positive attitude to learning upholding the school values and ethos
- Be helpful and polite
- Respect the school environment
- Show respect to all staff and visitors and show respect and care for each other
- Exercise self-discipline and take responsibility for my actions

Students name:

Student's signature:

Dated:

The Parents/Carers

We will:

- Encourage our child to always do their best
- Ensure my child attends school regularly, is punctual and has all equipment needed for learning
- Contact the school in the early stage in the event of any problems
- Support actively the school's policies and guidelines for behaviour and uniform
- Support my child in homework and other opportunities for home learning
- Do my best to come to Parents' Evenings and other meetings about my child

Parent/ Guardian's signature:

Dated:

