

# ADMISSIONS POLICY

Policy Author	Chief Executive/Principals
Date Last Reviewed	September 2021
Trust Key Reader	MG
Approved by Trust Board	21.10.21
Review Date	September 2022

## ADMISSIONS POLICY

### CONTENTS

	<u>Page</u>
1. Rotherham Local Authority (RMBC) Admissions	3
2. Allocation of School Places & Notification to Parents	3
3. Admissions Criteria for Brinsworth Academy & Dinnington High School	3-4
4. In-Year Admissions procedures for Brinsworth and Dinnington	5-6
5. Admissions Criteria for Eckington School	7
6. In Year admissions Procedures for Eckington School	8-9

#### Annex

#### Requirements for the Admission of Students to LEAP Multi-Academy Trust

1. General	10
2. Relevant Area	10-11
3. Requirement to Admit Students	11
4. Over-Subscription Criteria, Admission Number, Consultation, Determination & Objections	11

## **1. ROTHERHAM LOCAL AUTHORITY (RMBC) ADMISSIONS**

- 1.1 Outlined below is Rotherham Local Authority's policy on admissions. Any questions can be answered at by RMBC's Educational Department (tel: 01709 823777).
- 1.2 Parents/carers will receive a letter from RMBC about transfer to secondary education, including an opportunity to request the preferred school. On-line application is available from the RMBC website as well as downloadable supporting documents.

## **2. ALLOCATION OF SCHOOL PLACES AND NOTIFICATION TO PARENTS**

- 2.1 In March prior to the September start parents/carers will receive a letter offering a place at the catchment area school or other school if you have indicated a parental preference and there is a place available. The school named in the letter will contact parents/carers and explain arrangements for enrolment. If parents/carers are not satisfied with the place offered, the letter sets out the appeal process.

## **3. ADMISSIONS CRITERIA FOR BRINSWORTH ACADEMY AND DINNINGTON HIGH SCHOOL**

- 3.1 Planned admission numbers for schools are published annually. Currently the planned admission number for Brinsworth Academy is 270 and for Dinnington High School is 252.
- 3.2 Places will be allocated up to the admission number in the following order of priority:
  - i) Relevant Looked after Children and previously Looked after Children.(see note (d) for definition in notes below)
  - ii) Children who, on 30 November of Year 6, have a specific medical reason, confirmed by a medical practitioner, which the Academy is satisfied makes attendance essential. Full supporting information should be provided on the on-line application or the Common Application Form.
  - iii) Children who, on 30 November of Year 6, have a compelling social reason which the Academy is satisfied makes attendance essential. The kind of overriding social reasons which could be accepted are where there is evidence that the children's education would be seriously impaired if he or she did not attend the School. Full supporting information should be provided on the on-line application or the Common Application Form.

Please note: Very few cases are agreed annually on medical or social grounds.

- iv) Children who, on 30 November of Year 6, live in the catchment area of the Academy and it is expected will have an older brother or sister on roll in Years 8-11 at the start of the academic year in which they start the Academy [see notes (a) and (b) below].
- v) Children who, on 30 November of Year 6, live in the catchment area of the Academy [see notes (a) and (b) below].
- vi) Children who, on 30 November of Year 6, it is expected will have an older brother or sister on the roll of the Academy in Years 8-11 at the start of the academic year in which they start the Academy [see note (c) below].
- vii) Children who, on 30 November of Year 6, are on the roll of one of the associated primary/junior / junior and infant schools:

For Brinsworth Academy – Brinsworth Howarth, Brinsworth Manor, Brinsworth Whitehill, Catcliffe, Whiston, Whiston Worrygoose, Waverley Junior Academy).

For Dinnington High School - Anston Brook, Anston Greenlands, Anston Park, Dinnington Community Primary School, Laughton Junior & Infant, Laughton All Saints CE, Woodsetts).

- viii) Children who, on 30 November of Year 6, live nearest to Academy measured by a straight line on a horizontal plane, (commonly known as measurement “as the crow flies”).

**NOTES:**

- a) Live/living. This means that a child is habitually and normally resident at an address for a settled purpose which is not solely to receive education. You may be required to provide proof of residency eg: Council Tax bill, Residence Order, etc.

The child’s ordinary place of residence will be deemed to be the residential property at which the child normally and habitually resides, with the person(s) having parental responsibility, at the closing date for the receipt of the completed Common Application Form. Where residency is split equally between two people with parental responsibility the child’s ordinary place of residence will be deemed to be with the person who received Child Benefit on the 30 November 2020.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child’s ordinary place of residence will be deemed to be that property at which the child normally and habitually resides for the greater part of the week including weekends, not solely for the purpose of receiving education.

Places will be allocated based on your residential address on 30 November of Year 6. Therefore, you must notify RMBC’s Admissions Team in writing if you change address before this date. You may be asked to provide proof of residence (e.g. utility/council tax bill).

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residency at the property concerned.

- b) For a child to be considered a sibling, one of the following conditions must exist (you may be asked to provide proof eg: Birth Certificate and proof of residence):
- Brother/sister to be permanently resident at the same address
  - Stepbrother/stepsister to be permanently resident at the same address
  - Half-brother/half-sister to be permanently resident at the same address
  - Brother/sister who do not live at the same residence but, who share the same parents
  - Child of the parent/carer’s partner to be permanently resident at the same address
  - Adopted brother/sister permanently resident at the same address

- c) Children with an older brother or sister on the roll of the Academy will be considered as having a sibling if the older child is in Y11 or Y12 on the 30 November of Year 6.

Parents/carers of children resident in Rotherham who are entering their last year of primary education should receive a letter from their child’s primary school setting out RMBC’s arrangements for the admission of children into secondary school.

- d) **Looked after child** - A 'looked after child' is a child who is (i) in the care of a local authority, or (ii) 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) at the time of making an application to a school. All previously looked after children, including those children who appear (to the admission authority) to have been in State care outside of England and ceased to be in State care as a result of being adopted (or became subject to a child arrangement order or special guardianship order).

#### 4. IN-YEAR TRANSFERS – BRINSWORTH ACADEMY & DINNINGTON HIGH SCHOOL

4.1 Please read the following information before submitting a request for a transfer of School/Academy.

a) **What is an In-Year Application?**

An in-year application is for children requiring a school place during the academic year rather than at the usual transfer time to school.

You are advised to contact your child's current Head Teacher to discuss your intention to apply for another School/Academy place before applying for a school transfer.

**Please do not apply direct to Brinsworth Academy or Dinnington High School. Completed application forms for a place should be returned to the Rotherham School Admissions Team who will liaise with Brinsworth Academy and Dinnington High School.**

If there is more than one child on your application form each child will be considered on an individual basis. If a child is offered a place in a school, it does not guarantee a place at that school for any other child in the family.

If you are not moving to a new house but wish your child to transfer school, please complete the in-year school transfer form. We may contact your child's current school on receipt of your application for up-to date information on your child's academic record, attendance and any special needs they may have to assist with the transfer.

**Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.**

b) **Consideration of In-Year Transfers**

Admissions will normally be agreed up to the published admission number (PAN) which applied for the normal year (Year 7) of intake or the current admission number (CAN). The current admission number is the maximum number of students we can accommodate in each year group based on the class organisation and size within the school for each academic year.

**Note:** The Admissions Code 2021 allows, under Section 3.10, an Admission Authority to refuse admission for a child with challenging behaviour and to refer the child to the Local Authority Fair Access Panel. This provision can only be used where the school has a high proportion of either other children with challenging behaviour or previously excluded students and it considers admitting the child would prejudice the provision of efficient education or efficient use of resources.

c) **Applying for a Place in Year 10 or Year 11**

Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as Year 10 and Year 11.

It may be difficult to offer courses compatible with your previous school. However, schools/academies are not able to refuse to admit children because they followed a different curriculum at their previous school.

d) **Application Forms**

Submit your application by completing an in-year school transfer form. Forms are available from the Rotherham School Admissions Team. Alternatively applications can be made on-line or via telephone direct to **Rotherham School Admissions Team** - 01709 823777 (or see website information below). Or contact Rotherham Contact Centre on 01709 382121.

e) **Moving to a New Address**

If you are moving, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move. You will be asked for proof of your new address.

f) **Timescales**

Rotherham School Admissions Team will record all in-year transfer applications and will forward your application via secure email to your preferred school for consideration.

We aim to respond within 10 school days to your request to transfer school. **We are however, required to respond to all in-year transfer requests within a maximum of 15 school days from date of receipt of the application.**

Parents will receive a letter in writing confirming the outcome of their application. Where it is not possible to offer a school/academy place parents will be informed of their 'Right of Appeal' and advised how to make an appeal. Rotherham Local Authority has established an independent Appeals Panel to hear such appeals. **If you wish to appeal you must do so within 20 school days of receipt of your refusal letter.** Appeal forms and guidance notes are available from Rotherham School Admissions Team

It is not possible to process any applications during school holidays and your application will be considered as soon as Brinsworth Academy/Dinnington High School re-opens.

You can apply up to one term in advance of the date when you would like your child to start at the preferred school. Parents seeking a transfer of school in the following September can apply from 1st May onwards. Any application for admission in the following September which is received prior to this date will be put on hold and considered as having been received on 1st May.

**Useful links**

Rotherham Authority's in-year transfer webpage can be found at [www.rotherham.gov.uk/education](http://www.rotherham.gov.uk/education) (Request a school transfer)

## **5. ADMISSIONS CRITERIA FOR ECKINGTON SCHOOL**

5.1 Following a legal ruling some years ago different arrangements operate in the Eckington area.

5.2 The planned admission number for the school is published annually. Currently the planned admission number for Eckington School is 270.

5.3 Places will be allocated up to the admission number in the following order of priority:

- i) Individual children who have a Statement of Special Educational Needs or/and Education, Health and Care Plan which names the school will be admitted.
- ii) Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) (see note b below for full definition of a looked after child)
- iii) Children attending the school's main contributory primary schools that is Eckington Junior, Camm's Endowed Primary, Renishaw Primary, Ridgeway Primary, Marsh Lane Primary, Killamarsh Junior, Killamarsh St Giles CE Primary and Immaculate Conception Catholic Primary (those students not proceeding to St Mary's Catholic High School in Chesterfield) and who have older brothers or sisters (see Note\*\*) already attending Eckington School at the time of application and admission.

- iv) Children attending the school's main contributory schools (as listed) at the time of application.
- v) Children who have brothers or sisters (see Note\*\*) already attending Eckington School at the time of application and admission. Children with an older brother or sister on the roll of the Academy will be considered as having a sibling if the older child is in Y11 or Y12 on the 30 November of Year 6.
- vi) Other children whose parents have requested a place.

5.4 If choices have to be made between children in categories (iii), (iv), (v) and (vi), children who live nearest to the Academy - measured by the standard straight line - will be given preference.

5.5 Any questions can be answered by Derbyshire County Council (DCC) Education Department (tel: 01629 537479). On-line application is available from the DCC website as well as downloadable supporting documents.

#### **NOTE\*\***

- a) The term brother or sister includes:-
  - A half-brother and/or a half-sister
  - A legally adopted child being regarded as a brother or sister
  - A step-brother and/or step-sister residing in the same family unit
- b) **Looked After Child** - A 'looked after child' is a child who is (i) in the care of a local authority, or (ii) 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) at the time of making an application to a school. All previously looked after children, including those children who appear (to the admission authority) to have been in State care outside of England and ceased to be in State care as a result of being adopted (or became subject to a child arrangements order or special guardianship order).

## **6. IN-YEAR TRANSFERS – ECKINGTON SCHOOL**

6.1 Please read the following information before submitting a request for a transfer of School/ Academy.

### **a) What is an In-Year Application?**

An in-year application is for children requiring a school place during the academic year, rather than at the usual transfer time to school.

You are advised to contact your child's current Head Teacher to discuss your intention to apply for another School/Academy place before applying for a school transfer.

**Please do not apply directly to Eckington School. Completed application forms for a place should be returned to Derbyshire County Council – School Admissions who will liaise with Eckington School.**

If there is more than one child on your application form each child will be considered on an individual basis. If a child is offered a place in a school, it does not guarantee a place at that school for any other child in the family.

If you are not moving to a new house but wish your child to transfer school, please complete the in-year school transfer form. We may contact your child's current school on receipt of your application for up-to date information on your child's academic record, attendance and any special needs they may have to assist with the transfer.

**Until the transfer arrangements have been approved it is expected that your child will continue to attend their present school.**

**b) Consideration of In-Year Transfers**

Admissions will normally be agreed up to the published admission number (PAN) which applied for the normal year (Year 7) of intake or the current admission number (CAN). The current admission number is the maximum number of student we can accommodate in each year group based on the class organisation and size within the school for each academic year.

**Note:** The Admissions Code 2021 allows, under Section 3.10, an admission authority to refuse admission for a student with challenging behaviour and to refer the child to the Local Authority Fair Access Panel. This provision can only be used where the school has a high proportion of either other children with challenging behaviour or previously excluded students and it considers admitting the student would prejudice the provision of efficient education or efficient use of resources.

**c) Applying for a Place in Year 10 or Year 11**

Performance and level of achievement/attainment are adversely affected each time a child experiences a transfer to a new school. Avoidable and unnecessary changes should be carefully considered and parents need to be aware of the consequence of moving schools in key groups such as Year 10 and Year 11.

It may be difficult to offer courses compatible with your previous school. However, schools/academies are not able to refuse to admit children because they followed a different curriculum at their previous school.

**d) Application Forms**

You can submit your application by making an on-line application on the Derbyshire School Website – Changing Schools (see website information below). You can make a telephone application through Call Derbyshire. Tel: 01629 533190. Or request a paper application form (form AF5) tel: 01629 537499.

**e) Moving to a New Address**

If you are moving, please apply in advance of your move to reduce the risk of your child being out of school while your application is processed. You will need to provide details of your new address and when you intend to move. You will be asked for proof of your new address.

**f) Timescales**

Derbyshire School Admissions Team will record all in-year transfer applications and will forward your application via secure email to your preferred school for consideration.

We aim to respond within 10 school days to your request to transfer school. **We are however, required to respond to all in-year transfer requests within a maximum of 15 school days from date of receipt of the application.**

Parents will receive a letter in writing confirm the outcome of their application. Where it is not possible to offer a school/academy place parents will be informed of their 'Right of Appeal' and advised how to make an appeal. Derbyshire County Council has established an independent Appeals Panel to hear such appeals. **If you wish to appeal you must do so within 20 school days of receipt of your refusal letter.** Appeal forms and guidance notes are available from Derbyshire School Admissions Team

It is not possible to process any applications during school holidays and your application will be considered as soon as Eckington School re-opens.

You can apply up to one term in advance of the date when you would like your child to start at the preferred school. Parents seeking a transfer of school in the following September can apply from 1st May onwards. Any application for admission in the following September which is received prior to this date will be put on hold and considered as having been received on 1st May.

**Useful links**

Derbyshire County Council website for in-year transfers can be found at [www.derbyshire.gov.uk/education/schools/school-places/changing-schools](http://www.derbyshire.gov.uk/education/schools/school-places/changing-schools)

## ANNEX

### REQUIREMENTS FOR THE ADMISSION OF STUDENTS TO LEAP MULTI-ACADEMY TRUST

#### 1. GENERAL

- 1.1 This annex may be amended in writing at any time by agreement between the Secretary of State and LEAP Multi-Academy Trust.
- 1.2 The Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the Board of Trustees of LEAP Multi-Academy Trust.
- 1.3 Notwithstanding the generality of paragraph 1.2 of this Annex, the Trust will take part in any mandatory Admissions Forum set up by the local authority (“LA”) in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
- 1.4 Notwithstanding any provision in this Annex, the Secretary of State may:
  - a) direct the Trust to admit a named child to one of its Academies on application from a Local Authority. This will include complying with a School Attendance Order. Before doing so the Secretary of State will consult with the Trust.
  - b) direct the Trust to admit a named child to one of its Academies if the Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
  - c) direct the Trust to amend its admission arrangements where they fail to comply with the School Admissions Code or the Admission Appeals Code.
- 1.5 Local Authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy within LEAP Multi-Academy Trust but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school. ‘Relevant children’ means:
  - a) in the case of appeals for entry to a sixth form, the child, and;
  - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.
- 1.6 LEAP Multi-Academy Trust shall ensure that parents/carers and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of the Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

#### 2. RELEVANT AREA

- 2.1 Subject to paragraph 2.2, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the Local Authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

2.2 If LEAP Multi-Academy Trust does not consider the relevant area determined by the Local Authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for LEAP Multi-Academy Trust, setting out the reasons for this view. The Secretary of State will consult with the Trust and the relevant Local Authority in reaching a decision.

3. REQUIREMENT TO ADMIT STUDENTS

3.1 Students on roll in any predecessor maintained or independent school will transfer automatically to LEAP Multi-Academy Trust on opening. All children already offered a place at any predecessor school will be admitted.

3.2 LEAP Multi-Academy Trust will:

- a) subject to its right of appeal to the Secretary of State in relation to a named child, admit all students with a statement of special educational needs naming the Trust's relevant Academy
- b) adopt admission over-subscription criteria that give highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.

4. OVER-SUBSCRIPTION CRITERIA, ADMISSION NUMBER, CONSULTATION, DETERMINATION & OBJECTIONS

4.1 LEAP Multi-Academy Trust's admission arrangements will include over-subscription criteria, and an admission number for each relevant age group. The Trust will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code.

4.2 The Education Skills Funding Agency (ESFA) may consider objections on the Secretary of State's behalf. LEAP Multi-Academy Trust should therefore make it clear, when determining the Trust's admission arrangements, that objections should be submitted to the ESFA.

4.3 A determination of an objection by the ESFA on behalf of the Secretary of State, or by the Secretary of State will be binding upon LEAP Multi-Academy Trust.