

IES BRECKLAND

ADMISSIONS POLICY 2017-18

Approved by the Governing Body
Chair of Governors:



February 2016

INTRODUCTION

PROCEDURE FOR ADMITTING STUDENTS TO IES BRECKLAND

Admission Number(s)

1) SABRES Educational Trust (Admissions Authority) has the following agreed admission number for the year 2017/2018

- a) 100 for students in Year 7
- b) 100 for students in year 8
- c) 100 for students in year 9
- d) 100 for students in year 10
- e) 100 for students in year 11

Process of Application

- a) September – IES Breckland will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The School will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October – The Academy will provide opportunities for parents to visit the Academy;
- c) October 31 – Common Application Form to be completed and returned to the LA to administer;
- d) November – LA sends application details for Suffolk residents to IES Breckland
- e) January – LA sends application details for out of County applicants and late applications. The Admissions Authority returns ranked list, based on admissions criteria, of all applications to LA within the agreed timescale.
- f) February – LA applies agreed scheme for local schools, informing other LAs of offers to be made to their residents;
- g) 1st March offers made to parents.

Consideration of Applications Within the Normal Admissions Round

2) SABRES Educational Trust will consider all applications for places at the School in the normal admissions round (the normal admissions round refers to September year 7 intake). Where fewer than the published admission number(s) for the relevant year groups are received, SABRES Educational Trust will offer places to all those who have applied.

Procedures where the School is oversubscribed

3) Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. Children who have a Statement of Special Educational Needs, or an Education, Health and Care plan which names the school must by law be offered a place at that school.

After the admission of students with statements of Special Educational Needs, or an Education, Health and Care plan which names the school, the criteria will be applied in the order in which they are set out below:

a) Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

b) Children who have an older sibling attending IES Breckland at the time of transfer. *A sibling is defined as a brother or sister (including half brother or half sister, adopted, step brother or step sister) living at the same home address as the child applying for the place. When a child's parent applies to the school the older sibling has to be at the school at the time of admission.* If the final place available at the School is offered to a twin, triplet or other multiple birth and the other siblings would ordinarily be refused, the School will follow Suffolk County Council's policy and will offer places to the remaining sibling(s) at the School.

c) Admission of Students on the proximity to the School. This distance is calculated using easting and northing co-ordinates (supplied by the Department for Education) of the applicant's address to the school's geographic co-ordinates. Priority is given to those living nearest to the school.

Where a child lives part of the week with one parent and part with another member of the family, the **'home address'** will be considered to be address where the child is 'ordinarily resident'. By "ordinarily resident" we mean the place where your child usually lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding

weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

4) Should any category be oversubscribed, then the proximity to the school criteria detailed in 3c will apply.

In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation, by the drawing of lots. The random allocation process will be supervised by someone independent of the school and who has no interest in the admissions process.

As part of the tie-breaker process proof of residence may be required, the School will check allegations of false addresses or other false information given on the CAF1 and will withdraw offers of places if the details are found to be deliberately false or misleading.

Operation of waiting lists

5) Subject to any provisions regarding waiting lists in Suffolk County Council's coordinated admission scheme, IES Breckland will operate a waiting list for each year group. Where in any year the School receives more applications for places than there are places available, a waiting list will operate until the final term of the school year. This will be maintained by Sabres Educational Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

6) Children's position on the waiting list will be determined in accordance with the oversubscription criteria. The order of children on the waiting list does not remain static. As circumstances change the child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. In the event of a tie-break being necessary within any of the criteria, this will be conducted through a process of random allocation (as described above). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting Student to other Year Groups, including to replace any Student who have left the School

7) Sabres Educational Trust co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Sabres Educational Trust's right to determine which applicants have priority for admission.

8) Subject to any provisions in Suffolk County Council's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the SABRES Educational Trust will consider all such applications and if the year group applied for has a place available, admit the child, subject to the following exemption. Within the exceptional circumstances set out in paragraph 3.12 of the School Admissions Code, Sabres Educational Trust may refuse to admit a challenging child where there are places available on the grounds that admission would prejudice the provision of efficient education or the efficient use of resources. The possibility of refusing to admit on this basis only applies to applications made outside the arrangements of the local in-year Fair Access Protocol. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

Admission of children outside their normal age group

As a general rule, we would expect students to be educated in their normal age group. However, in special circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek 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.

Process for requesting admission outside their normal age group

9) If parents wish for their child to be considered for admission to a year group which is outside their normal age appropriate year group, then they must :

- a) Complete the LA common application form or the IES Breckland in-year admission form, as appropriate
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Sabres Educational Trust will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned, taking into account the views of the Principal. If the application is for a transfer from primary to secondary and the Admissions Authority agrees to consider the request, then as long as the application is received by 31st October, it will be considered equally with all other applications. If the school receives more

applications than the published admission number, then the Admissions Authority will apply the oversubscription criteria in determining the children who should be offered admission. The principles outlined above will also apply for in-year admission requests. Sabres Educational Trust will write to the parent informing them of the outcome of the application, explaining the reasons for their decision.

Appeals

10) If SABRES Educational Trust is unable to grant a place to your child, you have the right to appeal against their decision. You will be sent information on how to appeal. All Appeals will be processed and reviewed by an Independent Panel arranged by Suffolk County Council Education Appeals Office. Unsuccessful applicants who initiate the Appeals process and are still unable to secure a place may only submit a fresh application in the same school year if there has been a significant and material change in the circumstances surrounding the original application.

Review

11) This Policy will be reviewed annually.