



# Beamont Collegiate Academy

## **ADMISSIONS POLICY**

Date approved by the Governing Body	2016-2017 Determined during the Trust Board Meeting 8.12.14
Signature of Chair to the Governing Body	<u>H Platt</u>
Signature of Academy Principal	<u>A Moorcroft</u>
Date of Review	Autumn term

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## **1. Introduction**

- 1.1 This document sets out the admission arrangements for Beamont Collegiate Academy. Any changes to the arrangements set out in this document, must be approved in advance by the Academy Trust as the admission authority for the Academy.

If an admission authority proposes to make changes to their admission arrangements, they must consult on the arrangements that will apply to admission applications for the following academic year. The consultation must take place for a minimum of 8 weeks between 1 November and 1 March.

- 1.2 For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to the Academy Trust of Beamont Collegiate Academy.

## **2. Admission Arrangements**

- 2.1 Published Admission Number: The Academy Trust at Beamont Collegiate Academy has set an admission number of 180 for each relevant age group at the Academy.
- 2.2 The admission arrangements for Beamont Collegiate Academy, for the year 2016-17 are for 180 pupils in year 7.
- 2.3 Beamont Collegiate Academy has an agreed admission number thereafter of 180 pupils in Year 7 and will accordingly admit that number of pupils in the relevant age group each year if sufficient applications are received.
- 2.4 Beamont Collegiate Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, Beamont Collegiate Academy will consult those listed at paragraphs 8.1 and 8.2 below. Pupils will not be admitted above the published admission number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

## **3. Process of application**

- 3.1 Beamont Collegiate Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by all admission authorities in the relevant local area.
- 3.2 September – Beamont Collegiate Academy will publish in its prospectus information about the arrangements for admission, including over subscription

criteria, the following September (ie in September 2015 for admission in September 2016).

- 3.2 This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. It will notify the date by which applications must be received by the Local Authority.
- 3.3 Beamont Collegiate Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required.
- 3.4 September/October - The Academy will provide opportunities for parents and pupils to visit Beamont Collegiate Academy.
- 3.5 October - closing date for application form.
- 3.6 December - February - applications considered by the Local Authority and the other admission authorities in Warrington.
- 3.7 1<sup>st</sup> March – National Offer Day.  
Beamont Collegiate Academy must participate in co-ordination and provide the local authority with the information it needs to co-ordinate admissions to all state funded schools in the area. Offers of places at Beamont Collegiate Academy are made by the local authority on behalf of the Academy Trust.
- 3.8 This timetable reflects the practice in Warrington Local Authority and is intended to secure a coordinated approach to admission for parents and pupils. Beamont Collegiate Academy will take part in the co-ordinated admissions scheme for Warrington Local Authority.

#### **4. Consideration of applications**

- 4.1 Beamont Collegiate Academy will consider all applications for places. Where fewer than 180 applications are received for the year group the Academy will offer places to all those who have applied.
- 4.2 Notwithstanding point 4.1 above, Beamont Collegiate Academy may refuse admission to particular applicants in cases where fewer than the published admission numbers have applied. These are applicants who have been excluded from two or more other Academies and the ability to refuse admissions runs for a period of two years from the last exclusion. Exclusions, which took place before the child concerned reached compulsory school age, do not count for this purpose.
- 4.3 Beamont Collegiate Academy may also refuse admission to pupils (other than in the normal year of entry) in the specific and limited circumstances

described in paragraph 3.22 of the Admissions Code of Practice (2012) which relates to the Secretary of State's power of direction.

4.4 In all the circumstances described in this paragraph, however, the Secretary of State may direct Beamont Collegiate Academy to admit such a pupil and that direction shall be binding on Beamont Collegiate Academy.

## **5. Procedures where Beamont Collegiate Academy is oversubscribed**

5.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below which are in line with Warrington Local Authority criteria.

5.2 Children who are or have been in the care or interim care of a Local Authority pursuant to sections 31 and 38 of the Children's Act 1989, or children who are accommodated by a local authority pursuant to section 20 of the Children's Act 1989, or children who have previously been in the care of a local authority but have since been adopted.

5.3 Admission of pupils for whom it is essential to be admitted to a specific school because of special circumstances to do with significant medical needs.

5.4 Admission of pupils whose siblings currently attend Beamont Collegiate Academy and who will continue to do so on the date of admission;

5.5 For the purpose of allocating places, sibling means;

- full sibling living at the same address as the applicant
- step sibling living at the same address as the applicant
- half sibling living at the same address as the applicant
- long term foster sibling living at the same address as the applicant

5.6 Pupils for whom advice from a medical practitioner or psychologist has been provided by the parents (at the time of application) in support of admission to a particular school, which, in the Academy's view, justifies admission to the Academy. The Academy, if it is considered appropriate, will seek the views of the Academy medical officer or educational psychologist in the event of parents requesting admission on medical or psychological grounds.

5.7 Pupils, attending a community primary school which is partnered to a church aided secondary school, whose parents state a preference for their nearest non faith secondary school, because the parent objects on philosophical grounds to their child being educated in a church aided school.

- 5.8 Pupils living nearest to the school measured as a direct distance from the child's permanent place of residence to the school measured using a geographical information address point system based on the local and property gazetteer (LLPG). This measures straight line (direct) distances from the address point of the permanent place of residence to the address point of the school.
- 5.9 Where a school reaches its published admission number from pupils within one of the categories listed above, those pupils to be admitted from within that category will be those whose permanent place of residence is closest to the school as defined in oversubscription criterion 5.9.
- 5.10 In the event of a tie between two or more young people when applying criteria, or because none of the specific criteria apply to them, a process of random allocation will be followed. This will be in the form of a manual process which is overseen by an independent person.
- 5.11 Children with a Statement of Special Educational Needs are allocated school places under different regulations and will override all other categories or priority.
- 5.12 Notwithstanding the provisions of points 5.1 to 5.12 above, the Secretary of State may direct Beamont Collegiate Academy to admit a named student on application from a Local Authority.
- 5.13 Waiting list – If there are no places available, parents/guardians must confirm in writing to Beamont Collegiate Academy if they wish to have their application placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list. Names are normally removed from the list after six months unless parents/carers submit a written request asking for their application to remain on the waiting list.

## **6. In-Year Admissions**

- 6.1 Parents/carers wishing to make an application for their child/children to transfer schools part-way through a school year should complete the local authority in-year transfer form. Access to the parents/carers information booklet can be found by visiting the council's website at [www.warrington.gov.uk/admissions](http://www.warrington.gov.uk/admissions)

If the required year group is full or oversubscribed, the Academy Trust will apply the test for exceptional circumstances as outlined on page 43 in the information booklet for parents/carers.

Parents/carers have the statutory right of appeal against any decision of the

Academy Trust not to offer a place for their child/children at Beamont Collegiate Academy.

- 6.2 Beamont Collegiate Academy will maintain a waiting list and allocate places as they become available using the criteria set out in point 5. There will be a right of appeal to the Appeals Panel for any unsuccessful applicant.

## **7. Arrangements for Appeals Panels**

- 7.1 The Appeal Panel will be independent of Beamont Collegiate Academy and will be composed of three members who will include the following;
- 7.2 At least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity)
- 7.3 At least one person with experience in education who is acquainted with educational conditions in the area, or who is the parent of a registered pupil at a school.
- 7.4 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools.
- 7.5 Parents will normally have 14 days after notification of a place not being offered at Beamont Collegiate Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.
- 7.6 Parents/carers wishing to exercise their statutory right of appeal should put their request in writing via letter or email to the local authority stating their reason for the appeal request.
- 7.7 Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing Beamont Collegiate Academy will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend Beamont Collegiate Academy.
- 7.8 The Appeal panel will have the discretion to refuse to admit late evidence.
- 7.9 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 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.

## **8. Annual Procedures for determining Admissions Arrangements**

### **8.1 Consultation**

The Academy Trust at Beamont Collegiate Academy is only required to consult on their admission arrangements if changes are proposed. When there are no changes proposed to admission arrangements from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years, even if there have been no changes during that period.

8.2 Any proposed change to the admission numbers will need to be sanctioned by the Secretary of State for Education.

## **9. Determination and publication of admission arrangements**

9.1 Following consultation, Beamont Collegiate Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15th April of the relevant year and notify those consulted what has been determined.

9.2 The Academy Trust at Beamont Collegiate Academy **must** determine admission arrangements by 15 April every year even if the Trust has not made any changes or consulted on arrangements that year.

## **10. Publication of admission arrangements**

10.1 The published arrangements will set out;

- the name and address of the Academy and contact details
- a summary of the admissions policy, including oversubscription criteria
- numbers of places and applications for those places in the previous year
- arrangements for hearing appeals.

## **11. Representations about admission arrangements**

11.1 Where other admissions authorities in the relevant area make representations to Beamont Collegiate Academy about its admission arrangements, the Academy will consider such representations.



- 11.2 Where Beamont Collegiate Academy and other admission authorities cannot reach agreement locally, any admission authority in Warrington may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Beamont Collegiate Academy. Where he judges it appropriate, the Secretary of State may direct Beamont Collegiate Academy to amend its admission arrangements.
- 11.3 Other admission authorities in the Warrington area have the right to ask Beamont Collegiate Academy to increase its proposed published admissions number for any year.
- 11.4 Where such a request is made, but agreement cannot be reached locally, an admission authority may ask to the Secretary of State to direct Beamont Collegiate Academy to increase its proposed published admissions number. The Secretary of State will consult Beamont Collegiate Academy and will then determine the published admission number.
- 11.5 In addition to the provisions at the points above, the Secretary of State may direct changes to Beamont Collegiate Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

**12. Proposed changes to admission arrangements by Beamont Collegiate Academy after arrangements have been published.**

- 12.1 Once the admission arrangements have been determined and published, Beamont Collegiate Academy will propose changes only if there is a major change of circumstances.
- 12.2 In such cases, the Academy must consult those consulted under point 8 above and must then apply to the Secretary of State setting out;
- the proposed changes
  - reasons for wishing to make such changes
  - any comments or objections from those entitled to object.

**13. Need to secure Secretary of State's approval for changes to admission arrangements**

- 13.1 The Secretary of State will consider applications from Beamont Collegiate Academy to change its admission arrangements only when Beamont Collegiate Academy has consulted on the proposed changes as outlined at point 8 above.
- 13.2 Where Beamont Collegiate Academy has consulted on proposed changes and there have been no objections from other admissions authorities,

Beamont Collegiate Academy must still secure the agreement of the Secretary of State before any such changes can be implemented.

- 13.3 Beamont Collegiate Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
- 13.4 The Secretary of State can approve, modify or reject proposals from Beamont Collegiate Academy to change its admission arrangements.
- 13.5 Records of applications and admissions shall be kept by Beamont Collegiate Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

#### **14. Monitoring and Review**

- 14.1 The Governing Body and Principal will review this policy statement annually and update, modify or amend it as it considers necessary to ensure it remains relevant and in accordance with legislation.
- 14.2 The Principal will ensure that admissions procedures are reviewed annually or sooner, especially after a change in legislation.
- 14.3 The Governing Body and Principal will implement all admissions procedures required by law.



## **Appendix 1**

### **Admission Appeals - Relevant Legislation**

1. This appendix signposts the law relevant to admission appeals. It does not provide guidance on interpreting the law - that is for the courts.

### **Equality Act 2010**

2. This Act consolidates the law prohibiting discrimination, harassment and victimisation and expands the list of protected characteristics. All Academies must have due regard to their obligations under the Act. Their policies and practices, including admissions arrangements and decisions, must meet the requirements of the Act, and failure to do so may be relevant to the matters an appeal panel has to decide.
3. An admission authority or appeal panel must not discriminate on the grounds of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation against a person in the arrangements it makes for an appeal.
4. An admission authority or appeal panel must not harass an appellant, or a child who is the subject of an appeal, in relation to their disability, race or sex.
5. An admission authority or appeal panel must not victimise a person in relation to a protected act done or believed to have been done by that person (e.g. bringing proceedings under the Equality Act 2010) in the arrangements it makes for an appeal.
6. Schools designated by the Secretary of State as having a religious character (faith schools) are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief. This means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.
7. Admission authorities and appeal panels must have regard to the Equality and Human Rights Commission's Code of Practice for Schools when it comes into effect. In the interim, non-statutory guidance is available on the Equality and Human Rights Commission's website.
8. Admission authorities are also subject to the Public Sector Equality Duty. Therefore they must have due regard to the need to eliminate discrimination, harassment and victimisation, advance equality of opportunity, and foster good relations in relation to disability, gender reassignment, pregnancy and maternity,

race, religion or belief, sex and sexual orientation.

9. Further guidance on the Public Sector Equality Duty is available on the website of the Government Equalities Office and from the Equality and Human Rights Commission. Human Rights Act 1998
10. The Human Rights Act 1998 confers a right of access to education. This right does not extend to securing a place at a particular school/Academy. However, admission authorities and appeal panels need to consider parents' reasons for expressing a preference when they make admission decisions and when making decisions on appeals. These reasons might include, for example, the parents' rights to ensure that their child's education conforms to their own religious or philosophical convictions (as far as is compatible with the provision of efficient instruction and the avoidance of unreasonable public expenditure).

### **School Standards and Framework Act 1998**

11. Chapter 1 of Part 3 of the School Standards and Framework Act 1998 contains the key provisions regarding schools admissions and admission appeals.
12. Section 86 of the SSFA 1998 provides that the admission authority for a maintained school (with the exception of those that select wholly by ability) must comply with any preference expressed by a parent except where to do so would prejudice the provision of efficient education or the efficient use of resources..
13. Section 94 requires admission authorities to make arrangements for parents (and in some circumstances children) to appeal against a decision to refuse admission to the school. Two or more admission authorities in the same local authority area may make joint arrangements.
14. Where a child has been permanently excluded from two or more schools (and the most recent exclusion occurred within the past two years), Section 95 provides that arrangements do not have to be made for the parent (or, in the case of sixth form education, the child) to appeal against a decision to refuse admission.
15. Under Section 95 local authorities must make arrangements for a community or voluntary controlled school in their area to appeal against a decision by the authority to admit a twice excluded child (as above) to the school.
16. The School Admissions (Appeal Arrangements) (England) Regulations 2012 contain requirements relating to the constitution of appeal panels and the payment of allowances to appeal panel members. These requirements are also included within section 1 of the Code of Practice