



# Beamont Collegiate Academy

## **ADMISSIONS POLICY**

Date approved by the Governing Body	2022-2023
Signature of Chair to the Governing Body	L Waterson
Signature of the Principal	G Harris
Date of consultation	n/a
Date of review	12.10.20
Admission arrangements to be determined during the TRUST board meeting	Autumn term 2020

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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 6 weeks between 1 October and 31<sup>st</sup> January.

- 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 (The Challenge Academy Trust, TCAT).

## **2. Admission Arrangements**

- 2.1 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 2022-23 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. The academy does not need to consult on increasing its PAN (Pupil Admissions Number) but it does if it decreases. (Section 1.4 Admissions code)

## **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 Beamont Collegiate Academy will publish on the website information about the arrangements for admission, including over subscription criteria, the following September (i.e. in September 2021 for admission in September 2022). At any one time, each school must have two sets of admission arrangements displayed on their website. One set for the current year and one set for the next academic year.

- 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 31<sup>st</sup> - closing date for application forms to be submitted to the Local Authority.
- 3.6 December - February - applications will be considered by the Local Authority and the other admission authorities in Warrington in accordance with the agreed over subscription criteria.
- 3.7 1<sup>st</sup> March – National Offer Day.  
Beamont Collegiate Academy must participate in the co-ordination process 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. (TCAT)
- 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 In all the circumstances described in this and following paragraphs, however, the Secretary of State may direct Beamont Collegiate Academy to admit 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 were agreed by the Governing Body following consultation in December 2018 – January 2019
- 5.2 Looked after children and previously looked after children including those previously in state care outside of England\*

\*A child in care 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 under section 22(1) of the Children Act 1989 at the time of making the application to the school.

The term previously looked after children is defined as 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).

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

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

5.4 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.

5.5 Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5.6 Pupils attending Beamont Collegiate Academy's partner primary Schools, which are:-

- Beamont Community Primary School
- Bewsey Lodge Primary School
- Brook Acre Community Primary School
- Dallam Primary School
- Meadowside Community Primary School
- St Andrew's Church of England Primary School
- St Ann's Church of England Primary School
- St Margaret's Church of England Primary School
- Oakwood Avenue Community Primary School

5.7 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.

- 5.8 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 5.7.
- 5.9 The Academy Trust at the school has agreed to follow the Council's scheme for all admissions to the school for academic year 2022-23. For access to these schemes, please refer to the Council's website.
- 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 an Education Health Care Plan (EHP) 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 5.11 above, the Secretary of State may direct Beamont Collegiate Academy to admit a named student on application from a Local Authority.
- 5.13 There will be a right of appeal to the Appeals Panel for any unsuccessful applicant.

## **6. Waiting Lists**

- 6.1 During the admission process for children transferring to secondary school in September 2022, once full the child's name will be placed automatically on a waiting list held by the Local Authority.
- 6.2 In accordance with procedure the Local Authority maintain the waiting list until the end of the autumn term (i.e. 31<sup>st</sup> December 2022).
- 6.3 Beamont Collegiate Academy will then maintain the waiting list until June 2023 if parents confirm their wish to be added to the waiting list in writing.
- 6.4 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.

## **7. In-Year Admissions**

- 7.1 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 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.

- 7.2 Beamont Collegiate Academy adhere to the agreement of the Warrington FAP (Fair Access Panel).

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.

## **8. Arrangements for Appeals Panels**

- 8.1 The Appeal Panel will be independent of Beamont Collegiate Academy and will be composed of three members who will include the following;
- 8.2 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)
- 8.3 At least one person with experience in education who is acquainted with educational conditions in the area.
- 8.4 A representative of the Governing Body will attend the appeal hearing to state the academy's reason for refusal of a place.
- 8.5 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. Full details can be found on the Local Authority website.

[https://www.warrington.gov.uk/info/201094/school\\_admissions/676/school\\_admission\\_appeals](https://www.warrington.gov.uk/info/201094/school_admissions/676/school_admission_appeals)

- 8.6 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.

- 8.7 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.
- 8.8 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.
- 8.9 The Appeal panel will have the discretion to refuse to admit late evidence.
- 8.10 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.

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

### **9.1 Consultation**

The Academy Trust (TCAT) 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.

- 9.2 Beamont Collegiate Academy last consulted on their admission arrangements in 2018/19.

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

- 10.1 Following consultation, Beamont Collegiate Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 28<sup>th</sup> February of the relevant year and notify those consulted what has been determined.
- 10.2 The Academy Trust at Beamont Collegiate Academy **must** determine admission arrangements by 28<sup>th</sup> February every year even if the Trust has not made any changes or consulted on arrangements that year.

## **11. Publication of admission arrangements**

- 11.1 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.

## **12. Representations about admission arrangements**

- 12.1 Where other admissions authorities in the relevant area make representations to Beamont Collegiate Academy about its admission arrangements, the Academy will consider such representations.
- 12.2 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.
- 12.3 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.
- 12.4 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.
- 12.5 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.

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

- 13.1 Once the admission arrangements have been determined and published, Beamont Collegiate Academy will propose changes only if there is a major change of circumstances.
- 13.2 Beamont Collegiate Academy may set a higher admission number as its published admission number for any specific year. The academy does not need to consult on increasing its PAN (Pupil Admissions Number) but it does if it decreases. (Section 1.4 Admissions code)

## **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.