



“WORKING *HARD*, ACHIEVING *MORE*”

Admissions Policy for entry in the  
Academic Year 2018-19

## **Scope of this policy**

This policy document sets out the admission arrangements for Sarum Academy. All admission arrangements are compliant with the School Admissions Code and the School Admissions Appeal Code and with the law on admissions as it applies to maintained schools to allocate and offer places in an open and fair way.

Magna Learning Partnership, as the admissions authority, acts in accordance with, and ensures that the Independent Appeal Panel is trained to act in accordance with all relevant provisions of the School Admissions Code and the School Admissions Appeals Code.

Sarum Academy participates in the Admissions Forum established by Wiltshire Local Authority and has regard to its advice including participation in the coordinated arrangements of the local Fair Access Protocol.

There are no faith criterion as part of the Admissions Policy. We do not discriminate in any way against any pupil seeking admission. Sarum Academy recognises and celebrates diversity, welcoming pupils of all faiths and none, irrespective of gender, sexuality, ethnicity or country of origin, disability or academic ability.

Arrangements for applications for places at Sarum Academy will be made in accordance with the Local Authority's coordinated admission arrangements and must be made on the Common Application Form provided and administered by Wiltshire Local Authority. The Academy's website includes a link to the Common Application Form.

This policy is ratified by the Governing Body annually by the 28<sup>th</sup> February. The Academy does not plan to change its planned admission number (PAN) in the academic year 2018/19. However all schools must consult on their admissions policy every 7 years.

### **Further Information**

Important information published by the LA applies to some aspects of school admissions. If you are considering applying for a place at the School you are advised to refer to the Wiltshire Local Authority website.

If you have any questions in relation to these admission arrangements please contact the School office.

The School will handle all personal data in accordance with the requirements of the Data Protection Act 1998.

## **1. Applying for a school place**

- 1.1 **Magna Learning Partnership** is the admission authority and responsible for the admission arrangements of the School. This document sets out the admission arrangements of the School for the academic year 2018/2019.
- 1.2 The published admission number (PAN) for entry into the School is 150. The School will admit up to the PAN in the normal year of entry which is Year 7. Where there are more applications for admission than places available at the School, then places will be offered in accordance with the oversubscription criteria at section 3 of this policy.
- 1.3 Where a child has an education, health and care plan (EHCP) which names the School, then that child will be admitted to the School and the number of available places in the PAN will reduce correspondingly.
- 1.4 When applying to start school in Year 7 in September you must apply to the Local Authority (LA). All applications for admission must be received by the LA by the closing date of 31<sup>st</sup> October 2017. The LA will make a single offer of a place on 1<sup>st</sup> March 2018 (or next working day).

### **Sixth Form Admissions**

- 1.5 The School has a Sixth Form with a capacity of 250 places in Year 12 and Year 13 combined.
- 1.6 The PAN for Year 12 is 150. Where there are more external candidates than places available, priority for places will be conferred in accordance with the oversubscription criteria at section 3. Any appeals can be made in accordance with section 5.
- 1.7 All applications by must be completed and returned to the School office by 30<sup>th</sup> June 2018. Applicants must normally be 16 on or before 31<sup>st</sup> August 2018. Applications for students outside that age group will be considered according to the individual circumstances. Applicants are invited to attend the School to discuss options and the academic requirements for a particular course. Details of how to apply are available on the School website.
- 1.8 Admission to the Sixth Form does not guarantee study of a particular course. An offer of a place will be conditional on the applicant meeting the minimum entry requirements.
- 1.9 For entry into the Sixth Form pupils are expected to achieve a minimum of four to five '4-9' grades at GCSE or Pass at BTEC Level 2. Those pupils not gaining Maths or English GCSEs at a 'pass grade' (Grade 4) will need to continue their studies as part of their study programme. For entry onto Level 3 courses pupils will have typically studied similar courses at Level 2 and secured a '4' grade or equivalent.

## 2. **As a Church of England School – Religious character**

- 2.1 The School is designated with a religious character. The School's religious authority is the **Diocese of Salisbury**. The School must have regard to its religious authority when setting the terms of its admission arrangements.
- 2.2 Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The School aims to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

## 3. **Oversubscription Criteria – See explanatory notes on Page 5**

- 3.1 Where the School is oversubscribed (there are more applicants than places available) places will be allocated in accordance with the following criteria and in the following order. Please read the explanatory notes for further guidance.
- 3.1.1 **Looked After Children or Previously Looked After Children** – A child who is in the care of an LA, or was in the care of an LA but immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order.
- 3.1.2 **Vulnerable Children** - A child is eligible in this category where the child has an identified social or medical need.
- 3.1.3 **Children living in the Catchment Area with a sibling at the School** - A child living inside the Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.
- 3.1.4 **Children living outside the Catchment Area with a sibling at the School** - A child living outside the Catchment Area is eligible for this category where they have a sibling attending the School on the date of application and the sibling will still be attending the School at the time of admission.
- 3.1.5 **Children living outside the Catchment Area who meet the faith criterion** - A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.
- 3.1.6 **All other children**

## **Oversubscription criteria explanatory notes**

**Catchment Area** means the geographical area from which children will be afforded priority for admission to the School. A hard copy is available at the School office.

### **Vulnerable Children**

**Social Need** means where the child is of confirmed refugee status. Written evidence of this status from the LA must be submitted with the Supplementary Information Form and sent to the School on or before 31<sup>st</sup> October 2017.

**Medical need** - means where written evidence has been provided from a senior clinical medical officer or the child's general practitioner / specialist showing that the child's condition would make it detrimental to the child's health not to admit him/her to the School. This may include written evidence where the parent has a medical need and/or disability which would make it detrimental for the child to attend a different school. Evidence to be relied upon must be submitted with the Supplemental Information Form and sent to the School on or before 31<sup>st</sup> October 2017.

**Sibling** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner where the child for whom admission is sought is living in the same family unit as that sibling and at the same address.

### **Faith Criterion Requirements**

**Regular practising Christian** means a child who attends a **Recognised Church or Religious Group regularly** prior to application.

**Regularly** means weekly or monthly for 6 months prior to application.

**Recognised Church or Religious Group** means a church that is the same denomination as (or is in fellowship with or partnership with) a member of:

Churches Together in Britain and Ireland (see [ctbi.org.uk](http://ctbi.org.uk)); the Evangelical Alliance (see [eauk.org](http://eauk.org)); the Fellowship of Independent Evangelical Churches (see [www.fiec.org.uk](http://www.fiec.org.uk)); Affinity fellowship of Churches (see [www.affinity.org.uk](http://www.affinity.org.uk)).

**Home address** means the place where the child resides for the majority of the school week (Sunday to Thursday) with the person/s who legally has care of the child (child care arrangements are excluded). The School may require documentary evidence of house ownership or tenancy together with evidence of the child's residency at the property.

### **Supplementary Information Form (SIF)**

Where seeking priority under the vulnerable children (3.1.2) or faith criterion (3.1.5) parents must fully complete the relevant part of the SIF and provide the required supporting evidence. Where relying on the faith criterion (3.1.5) the SIF must be signed off by the relevant Church representative. Where relying on the vulnerable children criterion (3.1.2) you must supply evidence to support the application.

The SIF must be returned to the School office on or before 31<sup>st</sup> October 2017. The SIF can be requested from the School office.

#### **4. Tie Breaker**

- 4.1 If there are not enough places to satisfy all the applications under any one criterion, priority will be given to those living nearest the School. The School will adopt the measurement system of Wiltshire Local Authority to determine the distance from the School to the Home address. Where two or more applicants live an equal distance from the School and it is not possible to differentiate between them, priority will be determined by random allocation through the drawing of lots supervised by someone independent of the School.

#### **5. Appeals**

- 5.1 Where an application for admission is unsuccessful the parents/carers have the statutory right to bring an appeal against that decision to an independent appeal panel.
- 5.2 The Appeal Panel will be independent of the Academy and will comprise of a minimum of three members who will include at least one independent person, who has no professional experience of education or personal experience of the Academy, known as a lay member; and at least one independent person with experience in education.
- 5.3 Parents have the right to attend the Appeal Panel meeting in person and to make an oral representation - that is to clarify or supplement their written appeal. The parent may be accompanied by a friend, an adviser or a representative. Parents may also bring an interpreter. The Academy may also be represented at the Appeal Panel meeting.
- 5.4 The arrangements for appeals will be in line with the School Admission Appeals Code published by the Department for Education.
- 5.5 The letter sent to parents notifying them of the outcome of the admissions process and the fact that they have been unsuccessful will provide the parent with a written statement detailing the reason(s) why it has not been possible to allow the child to attend the Academy and will explain the parent's right of appeal.
- 5.6 Parents wishing to appeal against an admission decision by the Academy should complete the **Appeal against Admission Decision** form on the website. Other documentation may be submitted in support of an appeal and should be lodged with the Company Secretary.
- 5.7 Any materials presented by the Academy to the Clerk will, in general, be sent in advance to the parents and any materials presented by the parents will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

## 5.8 Magna Learning Partnership Admissions Appeal Timetable

Action	Deadline
Admission Authority to publish appeals timetable to include:	<b>28th February 2018</b>
a) For a parent to submit an Appeal	At least <b>20 school days</b> from the parent receiving notice of the refusal of a place at a school
b) Notice of the Appeal Hearing	At least <b>10 school days</b> before the Hearing
c) Appellants (usually the parents) to submit evidence	<b>8 school days</b> before the Appeal Hearing
d) Admission Authority (the school) to submit their evidence	
e) The Clerk (the person organising the Appeal) sends Appeal papers to parents, the panel and the school	
f) Additional evidence from the Appellants. (Sometimes the Appellants wish to provide additional information after seeing all the papers)	<b>5 school days</b> before the Appeal Hearing
g) Decision letters sent to the Appellants. (The letter that informs the Appellant if their Appeal has been upheld or refused)	Within <b>5 school days</b> of the Hearing (wherever possible)
h) For applications made in the normal admissions round Appeals must be heard	Within <b>40 school days</b> of the deadline for lodging Appeals <i>see a) above</i>
i) For in year and late applications (those that came in after the deadline and have not been decided by the offer date) Appeals must be heard	Within <b>30 school days</b> of the Appeal being lodged

## 6.0 Admission of children outside their normal age group

- 6.1 Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.
- 6.2 Such requests should be discussed with the Headteacher as early as possible in the admissions process. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day.
- 6.3 Decisions to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional. However, failure to provide this may impede our ability to make an informed decision.

## **7.0 Multiple Birth Applications**

- 7.1 Where there are multiple birth applications the PAN will be exceeded or increased provided it is practicable at the point of allocation in order to ensure that multiple birth siblings can be allocated places at the School.

## **8.0 Waiting Lists**

- 8.1 If the School is oversubscribed for September entry a waiting list will be maintained. The position of the child on the waiting list will correspond with the oversubscription criteria; it will not be based on length of time on the waiting list. The right of appeal at section 5 remains. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused then the child's name will be removed from the waiting list.

## **9.0 Withdrawal of an Offer**

- 9.1 The School may withdraw an offer in certain circumstances, for example where it has been offered in error, has been made on the basis of a fraudulent or intentionally misleading application, or a parent has not responded to an offer of a place within a reasonable period of time.

## **10. In Year Admissions**

- 10.1 Applications for in year admission may be submitted at any time during the school year. The application form is on the School website or a paper copy may be requested from the School office. Parents must apply using the Common Application Form administered by the Local Authority.
- 10.2 Where the School has no spaces available, because the admission of another child would prejudice the efficient education of others at the School or would prejudice the efficient use of resources, the application will be refused and a right of appeal, as set out in Section 5, will arise.
- 10.3 The oversubscription criteria at section 3 will be only used where the School is considering more than one in year application at the same time and there are not enough spaces to accept all applicants.