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**ADMISSIONS ARRANGEMENTS
For ASSET Education Schools**

Admission Arrangements for 2018 -2019

1. INTRODUCTION

ASSET Education schools follow the Admissions Code and the law relating to admissions. This accords with the Trust's funding agreement with the Department for Education.

Local Governing Bodies consider annually whether arrangements are satisfactory, taking into account issues that have arisen throughout the last year, and any changes in accommodation. Should a Local Governing Body wish to suggest amendments to existing arrangements, they need to make recommendations to the ASSET Education board, which is the admission authority for all its schools.

As part of the admission arrangements for each Academy/School, an admission number for each normal year of entry to the school, including reception, Year 7 and sixth form, will be determined. This is known as the Published Admission Number (PAN). Each school publishes their PAN in their Admission policy that is displayed on the school website.

2. ADMISSION TO PRIMARY SCHOOLS

Suffolk Local Authority (LA) currently co-ordinates the admission of Reception age students. Parents/Carers apply for a school place through the LA's admission process. The LA allocates places (following consultation with academies/schools) for students at the beginning of their education.

3. ADMISSION CRITERIA

Children who have a statement of special educational needs or an Education, Health and Care Plan (EHCP) that names an individual school within the trust will be admitted to that school.

In the event of a year group being oversubscribed, and after the admission of pupils with a Statement of Special Educational Needs or an EHCP where the school is named, priority for admission to individual schools within the trust will be given to those children who meet the criteria set out below, in order:-

- 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).
- B. Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.
- C. Children who are **ordinarily resident** in the catchment area. Children who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). All straight line distances are calculated electronically by the local authority (LA) using data provided jointly by the Post Office and Ordnance Survey. The data plots the coordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

D. Children who live outside the school's catchment area. Children who live nearest to the school. We will measure the distance by a straight line ('as the crow flies') as shown in criterion C.

TIE BREAKER

In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

4. DEFINITIONS FOR ADMISSION CRITERIA

Looked after children

A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children

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.

Distance from School

All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

Future House Moves

Places cannot be allocated on the basis of an intended future change of address, unless the new address has been confirmed by exchange of contracts and with confirmation of an anticipated completion date, for a house purchase or the signing of a formal lease agreement. The parent or carer will be expected to provide documentary evidence in support of any anticipated move date given.

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.

Siblings

Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap.

Waiting lists

If you apply for a school place in the normal year of entry and are refused, your child's name will automatically be placed on the waiting list for that school. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria.

The order of children does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the school's catchment area. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal for any of the schools you have been refused a place at.

Late applicants will be added to the waiting list in oversubscription priority order if their parental preference cannot be met.

If a place becomes available, we will offer it to a child on the waiting in priority order. We do not offer places on the basis of the date on which names were placed on the list. The waiting lists will cease to operate at the end of the first full week of the spring term.

5. IN-YEAR ADMISSION ARRANGEMENTS

ASSET Education, as the Admitting Authority, is responsible for in-year admission arrangements. This responsibility is devolved to the local governing body of each school within the trust, and carried out in partnership with Suffolk LA. Parents who wish to transfer their child during the course of a school year will be advised to contact the School Secretary or Admissions Officer to obtain an in-year admissions form.

The School will, upon allocation of a school place to a pupil transferring in-year, notify the LA of the proposed admission to enable the LA to keep up-to-date figures on the availability of places.

6. ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents or carers should make a request to the school in writing. This will need to include, where relevant, any supporting evidence. The academy trust will make a decision on the request, taking into account the views of the head-teacher. The school will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain to the school will be given. A CAF1 application form must be sent to the Local Authority along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available. Application forms are available on the School website.

It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, admission authorities will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code (December 2014). We are expecting further guidance or a change to the School Admissions Code regarding this and would comply with new legislation. This may apply when a parent wishes to delay their summer born (April to August) child entry to full-time education in the reception year group until the following school year when they become of statutory school age.

7. CATCHMENT AREA

Catchment area maps are available online at: www.suffolk.gov.uk/catchmentmaps. If you live near to a boundary line on the map please check your address against the catchment area and/or street lists at: www.suffolk.gov.uk/admissions. You can also obtain a copy of the map or list from the Admissions Team on 0345 600 0981 (local rate).

8. NURSERY ADMISSIONS

Pre-statutory school age admissions differ from school to school. The Local Governing Body of each school within the trust will annually review arrangements to ensure the admission criteria is clear and fair. Application arrangements can be found on the school website.

9. ADMISSION APPEALS

As part of the funding agreements, ASSET Education is required to comply with the School Admissions Appeals Code. All Admission appeals should be referred to Suffolk County Council School Admissions Appeals team, and appeal hearings will be organised where appropriate. All letters refusing admission will give details of how to appeal the decision.

10. REVIEW

The Admissions Arrangements at ASSET Education and schools within the trust are reviewed annually.