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Owner	CfBT Schools Trust
Issued	January 2018

Target group	Families of future students.
Next review due	N/A

### Admissions Arrangements Policy

This document sets out the admission arrangements for Queensbury Academy. The policy links to Annex 1 of the Supplemental Funding Agreement between Queensbury Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Local Governing Body acting on behalf of CST Schools Trust. Queensbury Academy will take part in the Admissions Forum set up by Central Bedfordshire Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Central Bedfordshire Council.

Notwithstanding these arrangements, the Secretary of State may direct Queensbury Academy to admit a named student to Queensbury Academy on application from a Local Authority. Before doing so the Secretary of State will consult the Academy.

#### Admission Arrangements Approved By The Secretary Of State

The admission arrangements for Queensbury Academy for the year 2018/2019 and, subject to any changes approved by the Secretary of State, for subsequent years, are:

- a) Queensbury Academy has an agreed admission number of 210. Queensbury Academy will accordingly admit 210 pupils in the relevant age group each year if sufficient applications are received.
- b) Queensbury 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, Queensbury Academy will inform Central Bedfordshire Council and reference this change on the Academy's website. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

#### Process of application

Applications for places at the Academy will be made in accordance with Central Bedfordshire Council's co-ordinated admission arrangements and parents will complete an application form for their home Local Authority (Central Bedfordshire Council). Queensbury 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 Central Bedfordshire Council.

Please note that, to be considered for admission during the normal admission round **1st September – 31st October** and during the **late admission period 1st November – 15th March**, all applicants must complete and submit their **home Local Authority's common application form**, including Queensbury Academy as one of their preferences. The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required. Where an applicant applies from **September 2018 onwards** for a

place for admission between September 2018 and end of Summer term 2019, **this will be an 'in-year' admission and parents must apply to the Local Authority for a place.** Parents can obtain information and an application form from the LA.

**September** – The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy.

### Consideration of applications

Queensbury Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those who have applied.

### Procedures where Queensbury academy is oversubscribed

If the Academy is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

1. All 'looked after' children or children who were previously 'looked after'\*.
2. Applicants resident in the current (1988) Queensbury Academy catchment area \*\* with siblings at the academy\*\*\* at the time of application.
3. Applicants resident in the current (1988) Queensbury Academy catchment area \*\* at the time of application.
4. Siblings \*\*\* of students attending Queensbury Academy.
5. Any child of a member of full time or part time staff (teaching or non-teaching) who is employed by the Academy. This member of staff must have been in post for at least two years. Temporary staff are not included in this arrangement.
6. Applicants for whom Queensbury Academy is the nearest secondary Academy/school to their home measured in a straight line.
7. Any other applicants.

If applying these criteria results in there being more children with an equal right to admission to the Academy than the number of available places, the tie break will be the distance the pupil lives from the Academy, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority. The distance will be measured from the address point of the pupil's home to a central marked point on the Academy site (rear corner of the Central Building). Priority will not be given within each criterion to children who meet other criteria.

Pupils who have a Statement of Special Educational Needs are required to be admitted to the Academy which is named on the Statement, even if the Academy is full. Pupils identified for admission through the In-Year Fair Access Protocol will also be admitted even if the Academy is full, when it is in accordance with any protocol agreed with a group of academies.

A place at the catchment area academy will normally be offered if parents apply for a place at that academy during the normal admissions round. However, a place at the catchment area academy cannot be guaranteed. If a student moves into the catchment area outside the normal admissions round (or after the allocation process has been completed), there will be no guarantee of a place at Queensbury Academy, if this would mean exceeding the admission number.

The Academy allocates places on an equal preference basis as explained in the Local Authority Academy/School Transfer Booklet and is a part of the Local Authority co-ordinated admissions process.

Parents whose applications for a place are unsuccessful have the right to appeal to an independent panel against the decision and should do so, in the first instance, in writing to the Clerk to the Appeals Panel, Committee Services, County Hall, Bedford, by the given date. One appeal per student will be granted. Parents not offered a place are kept on a Waiting List in criteria order, to be re-allocated if places become available. The Waiting List will be maintained until the Christmas Holiday. Parents wishing to remain on the waiting list beyond this point need to notify the Academy in writing during the December of the Autumn Term of Year 7.

### \* **“Looked after” children**

A ‘looked after’ child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

### **Previously “looked after” children**

A previously ‘looked after’ child is one who immediately after being ‘looked after’ became subject to an adoption, residence, or special guardianship order. An ‘adoption order’ is an order under section 46 of the Adoption and Children Act 2002. A ‘residence order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

### \*\* **Home Address**

A pupil’s home address will be regarded as the address of the parents or carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by [Name] Highways Team. Not used are routes using common land, open spaces, public parks, subways or footpaths not adopted by the Highways team.

Where a child lives with both separated parents, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the home nearest to the school will be counted as the child’s home.

If there is any query on the home address this will be checked against original official documentation e.g. council tax bill, a recent utility bill (gas, electricity or water), a rental agreement, child benefit annual statement or family tax credit information.

### \*\*\* Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner, and in every case the child should be living at the same address. That sibling must be in the Academy at the time of application and be likely to remain in the Academy at the proposed date of admission.

### Operation of waiting lists

Subject to any provisions regarding waiting lists in Central Bedfordshire Council's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year Queensbury Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the Local Authority 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.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Queensbury Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

### Arrangements for admitting students to other year groups, including to replace any students who have left Queensbury Academy

Subject to any provisions in the Central Bedfordshire Council's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

### Monitoring, evaluation and review

The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.