



## Admissions Policy 2018

### General Principles

Ardley Hill Academy is a mixed ability Academy (school) in Dunstable for primary aged children up to the end of Key Stage 2. The main principle of admission to our Academy is to maintain the character of the Academy as a mixed ability Academy, providing for the needs of children living mostly, but not exclusively, in South Dunstable.

The Academy will allocate places to children whose parents wish them to attend using the following admission criteria and provided they can be accommodated within the Academy's pupil admission number. The Academy has an agreed admission number of 60 for entry to the reception year.

### Admissions Criteria for September 2018

The Academy will apply the following criteria (in the rank order shown) to decide the order in which places will be allocated for children joining the Academy from September 2018 onwards when there are more requests from parents / carers than the number of places available (ie the following criteria will be applied to applications made by mid-January 2018 for entry into the 4+ in September 2018):

1. All 'looked after' children or children who were previously 'looked after' (see definitions).
2. Pupils living in the catchment area with siblings at the Academy (see definition of sibling).
3. Other pupils living in the catchment area.
4. Pupils with siblings at the Academy.
5. 'Very exceptional' medical grounds.
6. Children of teaching staff at Ardley Hill Academy (for criteria see notes below).
7. Any other children.

## Notes

1. 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 from the address point of the pupil's home to a point on the school site agreed with the governing body of the school, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving the higher priority. The admissions criteria will be applied separately and sequentially until all places are filled. Priority is not given within each criterion to children who meet other criteria. The distance criterion will be used as a tiebreaker in each criterion where required to determine the allocation of places. In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the Local Authority's Tribal Admissions database to allocate the place.
2. Pupils who have an Education, Health and Care Plan are required to be admitted to the school or Academy which is named on the plan, even if they are full. Pupils identified for admission through the Fair Access Protocol will also be admitted even if the school is full.

## Definitions

### **'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).

### **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. The 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.

### **'Very Exceptional' Medical Grounds**

'Very exceptional' medical grounds refers to cases where there are **exceptional** medical reasons which make it **essential** that a child should attend a particular school or Academy and where the preferred school or Academy is the **only** school or Academy locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school or Academy in question and the difficulties that would be caused if the child had to attend another school or Academy. The Academy reserves the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school or Academy on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent / carer, brother or sister or other relative/childminder.

### **Children of teaching staff at Ardley Hill Academy**

Children of teaching staff at Ardley Hill Academy applies to teaching staff that have been employed for at least 2 years at the time of application or who have been recruited to fill a vacant post where there has been a demonstrable skill shortage.

### **Home Address**

A pupil's home address will be regarded as the address of the parent / carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parents / carers at more than one address, the address used to allocate a school place will be the one at which the pupil is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. 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.

### **Waiting Lists, In-Year Admissions and Appeals**

#### **Waiting Lists:**

All unsuccessful applicants (who do not gain a place at a higher ranked school or Academy) will automatically be added to the Academy's waiting list. Any places which become available will be allocated in accordance with the admission criteria set out in this document. Ardley Hill Academy must admit any child who is admitted through the appeal process, or who is the subject of a direction by the Local Authority, or

allocated according to the local Fair Access Protocol. Any such pupils take precedence over pupils on the waiting list.

### **In-Year Admissions:**

Applications received for an admission mid-year for any year group will be dealt with in accordance with this policy and will be administered by the Local Authority. Please contact the Academy for an admission application form.

For children joining from now to the end of the Summer Term 2018 the following current admissions criteria apply. These criteria for mid-year admissions will be replaced by those already detailed above from September 2018.

1. All 'looked after' children or children who were previously 'looked after' (see definitions).
2. Pupils living in the catchment area with siblings at the academy (see definition of sibling).
3. Other pupils living in the catchment area.
4. Pupils with siblings at the academy.
5. 'Very exceptional' medical grounds.
6. Any other children.

### **Appeals:**

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. For children starting the Academy appeals should be made to Central Bedfordshire Council. Please see their website for more information.

### **Delayed admission for summer born children**

Parents have the right to request their summer born child's admission to Reception Year is in the September following their fifth birthday. Parents/carers do not have the right to insist that their child is admitted to a particular age group, a decision will be made by the academy.

Parents/carers need to make their request in writing, separately from the Common Application Form (CAFO, directly to the Academy. The request should include the parents'/carer's reasons for the request, information regarding the child's academic, social and emotional development including any supporting evidence the parent deems relevant; where relevant, their medical history and the views of a medical professional and if applicable, details if the child was born prematurely including

whether they would have been in a lower age group had they been born on their due date.

The academy will then consider the request, making their decision on the basis of the circumstances of each case and in the best interests of the child in accordance with the School Admissions Code. Once determined, the decision will be communicated by the academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

If a request is granted, the parent will need to make an application as part of next year's normal admission round and this will be processed within the normal allocation process. A place is never guaranteed at the academy and in the case of oversubscription, places are offered in accordance with the academy's oversubscription criteria. In short it would be delaying the application rather than an offer of a place.

\*A summer born child is one born between 1 April to 31 August.

Last Revised April 2016