



# Admissions Policy 2016/2017

---

**Date Agreed by the Academy Board of Governors:**

**Next Review Date:**

May 2016

## **Admissions Policy**

### **Contents**

	<b>Page</b>
1. General	3
2. Relevant Area	3
3. Annual Procedure for Determining Admission Arrangements	4
4. Procedure for Admitting Students	7
5. Procedures for when North Shore Academy is Oversubscribed	8
6. Procedures for Admitting Students in Other Year Groups	10
7. Arrangements for Admissions as North Shore Academy Builds to its Full Capacity	10
Appendix 1 – List of Primary Schools in the Admissions Zone	11

## **1. General**

- 1.1 This annex may be amended in writing at any time by agreement between the Secretary of State and the Northern Education Trust.
- 1.2 Northern Education Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of Frederick Natrass Primary Academy.
- 1.3 Notwithstanding the generality of paragraph 1.2 of this Annex B, Frederick Natrass Primary Academy will take part in the Admissions Forum set up by the Local Authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
- 1.4 Notwithstanding any provision in this Agreement, the Secretary of State may:
  - 1.4.1 Direct Northern Education Trust to admit a named student to Frederick Natrass Primary Academy on application from a local authority. Before doing so the Secretary of State will consult Northern Education Trust.
  - 1.4.2 Direct Northern Education Trust to admit a named student to Frederick Natrass Primary Academy if the Northern Education Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 1.5 Northern Education Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Northern Education Trust. The Independent Appeal Panel will be independent of Northern Education Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
- 1.6 Northern Education Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. Northern Education Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
- 1.7 In paragraphs 1.5 and 1.6 above, ‘relevant children’ means children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the Academy.

## **2. Relevant Area**

- 2.1 Subject to paragraph 2.2, “relevant area for consultation” means the “Relevant Area” determined by the local authority for maintained schools in the area (in accordance with the meaning of “Relevant Area” within the School Admissions Code).
- 2.2 If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.

- 2.3 The Secretary of State will consider the Academy's application and will by 30 September either:
- 2.3.1 Determine the area for consultation; or
  - 2.3.2 Determine that the meaning within paragraph 2.1 should apply.
- 2.4. The Secretary of State may consult the local authority before making such a determination
- 2.5. Within 14 days of the Secretary of State's determination, the Academy will notify the consultees listed in paragraph 3.1.1 of the determination.
- 2.6 In the event of a paragraph 2.3.1 determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix.

### **3. Annual Procedure for Determining Admission Arrangements**

#### **3.1 Consultation**

3.1.1 Northern Education Trust shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'<sup>1</sup>:

- The LA
- The admission forum for the LA
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation
- Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation
- Affected admission authorities in neighbouring local authority areas
- Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy
- Community groups which the Academy considers relevant
- Teaching unions if the consultation includes an increase in admission number

3.1.2 Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

3.1.3 Consultation in line with paragraph 3.1.1 is not required in any year where the following conditions are met:

- The admission arrangements were consulted upon in one or both of the previous two years; and
- There have been no changes, or proposed changes, since the last consultation.

3.1.4 As soon as any changes are made to arrangements, or proposed, the consultation cycle must be followed for the next determination year.

---

<sup>1</sup> A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2016 and determination to be in April 2016 for admissions in September 2017

### **3.2 Northern Education Trust Determination of Admission Arrangements**

- 3.2.1 Northern Education Trust will consider comments made by those consulted in accordance with paragraph 3.1.1, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
- 3.2.2 Northern Education Trust will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify consultees listed in paragraph 3.1.1 what has been determined within 14 days of that decision being made.

### **3.3 Representations & Admission Arrangements**

- 3.3.1 Where Northern Education Trust has determined the Academy's admission arrangements and notified all consultees listed in paragraph 3.1.1, if any of those persons or bodies objects to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

### **3.4 Secretary of State's Consent for Changes to Admission Arrangements**

- 3.4.1 Where the admission arrangements determined in a Determination Year in accordance with paragraph 3.2.2 are different from the admission arrangements currently in existence for the Academy, Northern Education Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

### **3.5 Secretary of State's Power to Accept, Modify or Reject Admission Arrangements**

- 3.5.1 Where the Secretary of State has received any representations made in accordance with paragraph 3.3.1, the Secretary of State must consult Northern Education Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that Northern Education Trust amends the proposed admission arrangements for the Academy. Northern Education Trust shall comply with any such direction.
- 3.5.2 Where the Secretary of State has received an application made in accordance with paragraph 3.4.1 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. Northern Education Trust must comply with any such direction.

### **3.6 Publication of Admission Arrangements**

- 3.6.1 Northern Education Trust shall each Determination Year publish Frederick Natrass Primary Academy's agreed admission arrangements by:
- Copies being sent to the persons consulted in paragraph 3.1.1;
  - Copies being sent to primary and secondary schools in the LA's area;
  - Copies being sent to the offices of the LA;

- Copies being made available without charge on request from the Academy;
- Copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
- A copy being uploaded to the Academy's website.

3.6.2 The published admission arrangements will set out:

- The name and address of Frederick Nattrass Primary Academy and contact details;
- A summary of the admission policy, including full oversubscription criteria;
- A statement of any religious affiliation if relevant;
- Numbers of places and applications for those places in the previous year; and
- Arrangements for hearing appeals.

### **3.7 Proposed Changes to Admission Arrangements by Frederick Nattrass Primary Academy after Arrangements Have Been Published**

3.7.1 Subject to paragraph 3.7.2, once the Academy's admission arrangements have been determined for a particular year and published, Northern Education Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- Northern Education Trust has consulted those who are required to be consulted under paragraph 3.1.1 above on the proposed variation;
- Following such consultation, Northern Education Trust has applied to the Secretary of State to approve the change setting out:
  - a) The proposed change;
  - b) Reasons for wishing to make such a change;
  - c) Any comments or objections to the proposal from those consulted; and
- Following such application, the Secretary of State has provided his consent to the proposed variation.

3.7.2 Northern Education Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

3.7.3 Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 3.7.1 or 3.7.2 above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 3.1.1.

3.7.4 Northern Education Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been,

is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

- 3.7.8 Where a representation is made in accordance with paragraph 3.7.4, the Secretary of State may, after consulting Northern Education Trust, direct that Northern Education Trust modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. Northern Education Trust must comply with any such direction.
- 3.7.9 Records of applications and admissions to the Academy shall be kept by Northern Education Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## **4. Procedure for Admitting Students**

### **4.1 Admission Number**

- 4.1.1 Northern Education Trust has the following agreed admission number for the Academy for the year 2015/2016 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
- 30 for students in Year Reception
- 4.1.2 In any specific year, Northern Education Trust may set a higher admission number than Frederick Nattrass Primary Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, Northern Education Trust will consult those listed at paragraph 3.1.1. Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.
- 4.1.3 If the Academy admits a total of 10 students in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 3.1.1.

### **4.2 Process of Application**

- 4.2.1 Arrangements for applications for places at Frederick Nattrass Primary Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
- 4.2.2 Northern Education Trust will use the Stockton LA's timetable for applications to Frederick Nattrass Primary Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Stockton LA as agreed by the, Admissions Forum, Stockton LA, local schools and Academies
- By September - Northern Education Trust will publish in Frederick Nattrass Primary Academy's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Northern Education Trust will also provide information in relation to Frederick Nattrass Academy to the Stockton LA for

inclusion in the composite prospectus, as required;

- Northern Education Trust will provide opportunities for parents to visit Frederick Nattrass Primary Academy on request;
- 15<sup>th</sup> January – Common Application Form to be completed and returned to the student's home LA to administer
- Stockton LA sends Frederick Nattrass Primary Academy applications to Northern Education Trust;
- Northern Education Trust sends list of students to be offered places at the Frederick Nattrass Primary Academy to Stockton LA;
- March - Stockton LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- 16<sup>th</sup> April offers made to parents.

4.2.3 Since 2011-12 there has been a national closing date for applications of 15<sup>th</sup> January for primary school applications. The Academy will ensure its application processes enable parents to apply before these deadlines.

### **4.3 Consideration of Applications**

4.3.1 Northern Education Trust will consider equally all applications for places at Frederick Nattrass Primary Academy. Where fewer than the published admission number(s) for the relevant year groups are received, Northern Education Trust will offer places at Frederick Nattrass Primary Academy to all those who have applied.

## **5. Procedures for when Frederick Nattrass Primary Academy is Oversubscribed**

### **5.1 Admissions to Reception**

5.1.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where Frederick Nattrass Primary Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Students who are in the care of the Local Authority or a child who was previously *looked after* but immediately after being *looked after* became subject to an adoption, residence, or special guardianship order
- b) Admission of students who need specialist provision due to their complex needs. This criteria applies to students who have Special Educational Needs, who do not have a statement and through the Review process have been identified as in need of a 'named' mainstream school that can offer the relevant support and resources
- c) Admission of students whose siblings currently attend the school and who will continue to do so on the date of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
  - Have one or both natural parents in common
  - Are related by a parent's marriage
  - Are adopted or are fostered



- Their parents are married/co-habiting and children live together in the same household, including step-siblings
  - Are children of the same household.
- d) Admission of students who currently attend Frederick Nattrass Primary Academy Nursery.
- e) Admission of students whose normal address is in Frederick Nattrass Primary Academy admission zone at the time of their application to the Academy.
- f) Students who have social or medical reasons for being admitted to the Academy which would, should the child not be admitted, cause him or her to be seriously disadvantaged or put their personal safety at risk. For each case we will need proof from an independent person such as a medical specialist who has been involved with the child over a period of time, a social worker, an attendance officer or another professional. We will not offer places within this category, based on a child's ability or intelligence.
- g) Children whose normal address is outside the catchment area, based on distance from the Academy.
- h) If the Academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the \*normal address to the school-closest first. The distance, which determines how close a student lives to the Academy, is the measurement from the main entrance of the student's normal address to the main entrance of the Academy, using the safest walking route measured by Multimap or similar.

\* (Normal address: Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Where families change normal address after the closing date but before the allocation process has finished, this can be considered under the LA's co-ordinated scheme.)

5.1.2 Parents will have the right of appeal to an Independent Appeal Panel, established by the Governing Body, if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Code, published by the Department for Education, as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide parents with a named independent contact who can answer any enquiries parents may have about the process.

## **5.2 Operation of Waiting Lists**

5.2.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Frederick Nattrass Primary Academy receives more applications for places than there are places available, a waiting list will operate for one academic year during which time it will be the responsibility of the applicant's parent/carer to inform Frederick Nattrass Primary Academy of their wish for their child to remain on the shortlist.

5.2.2 After one year the applicant's name will be removed from this waiting list unless the Academy has heard from the parent/carer. This waiting list will be maintained by the Academy 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.

5.2.3 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 5.1 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **6. Arrangements for Admitting Students to Other Year Groups Including to replace any Students who have Left Frederick Nattrass Primary Academy**

6.1 From 2011-2012 local authorities have co-ordinated admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.

6.2 Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Northern Education Trust will consider all such applications and if the year group applied for has a place available, admit the child unless the Fair Access Protocol applies. If more applications are received than there are places available, the oversubscription criteria in paragraph 5.1 shall apply. Parents whose application is turned down shall be entitled to appeal.