

# Admission Arrangements Policy



*Creative  
Education  
Academies  
Trust*

## Academy: Weavers Academy

### 1. Basic principles

- 1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy. In particular, the Academy will take part in any Admissions Forum set up by their Local Authority (“LA”) and have regard to its advice and any Co-ordinated Admissions System operated by the LA. Applicants will normally be required to complete the Common Application Form (CAF) to be returned to the LA the applicant resides in.
- 1.2. The Academy will admit children with Statements of Special Educational Need (“SEN”) where the Academy is named in the SEN Statement.
- 1.3. Where an LA proposes to name a Creative Education Academy in a statement of SEN made in accordance with section 324 of the Education Act 1996, the Academy shall consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children and where no reasonable steps may be made to secure compatibility.
- 1.4. In the event of any disagreement between an Academy and the LA over the proposed naming of an Academy in a statement, the Academy, through the Trust, may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State’s determination shall be final. However, this does not affect parents’ rights to appeal against the refusal to name a Creative Education Academy in a Statement of SEN to the Special Educational Needs and Disability Tribunal. Applicants with SEN Statements naming a Creative Education Academy will be admitted, subject to the exception regarding the provision of efficient education above.
- 1.5. In deciding where a child’s inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

### 2. Admission arrangements – Secondary

- 2.1. The admission arrangements for the Academy for the academic year 2014-2015 and, subject to any changes approved by the Secretary of State, for subsequent years, are:



- a. The Academy has an agreed admission number of [ ] students in Year [ ]. The Academy will admit the admission number of students in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.
  - b. The Academy may set a higher admission number than its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Creative Education Academy Trust will consult the Secretary of State. Students will not be admitted above the published admission number unless exceptional circumstances apply;
  - c. The Academy is committed to achieving a wide ranging comprehensive intake of students from the full range of academic ability by the use of fair banding. This is explained in more detail under the over-subscription criteria listed below.
- 2.2. The Academy will use the following time-table for applications each year (exact dates may vary from year to year):
- a. September – the Academy will publish information about the arrangements for admission, including over subscription criteria, in the September for admission the following September (e.g. in September 2015 for admission in September 2016) in their prospectus. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. They will notify the date by which applications must be received by the Staffordshire LA under co-ordinated admission arrangements. The Academy will also provide information to the LA for inclusion in the LA secondary transfer booklet.
  - b. September – the Academy will hold open evenings/opportunities for parents to visit the schools.
  - c. October – closing date for application forms [will vary year on year]
  - d. November/December- LA sends applications to the Academy. Academy return list of pupils to be offered places in December.
  - e. December – Prospective pupils sit a banding test
  - f. January – the results of the tests are passed to the LA if the schools are oversubscribed
  - g. March –LA informs parents and schools about the pupil allocations for September.
- 2.3. The Academy will consider all applications for places. Where fewer than [ ] applications are received, the Academy will offer places to all those students who have applied subject to 4 above.



- 2.4. In the event of over-subscription the following arrangements will apply:
- 2.4.1. Applicants who are “looked-after”, having regard to any collective agreements operated by the LA over the admission of ‘looked-after’ children.
- 2.4.2. A fair banding system will be adopted for the remaining places. Each applicant will be required to take an online non-verbal reasoning test which would place them in a rank order. The applicants will then be placed in one of 5 ability bands based on their performance in the test. As far as are possible, each band will contain the same number of applicants so that each represents 20% of the applicants. The remaining places will be allocated so that an equivalent number of applicants are admitted from each band. Applicants will then be admitted according to the criteria listed below:
- i. Siblings of students in attendance at the Academy. These include brothers and sisters include half brothers and sisters and step brothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.
  - ii. Students with special medical or social needs which the Academy are best placed to meet (this will be supported by professional advice from the Health Authority on why the Academy are necessary and a statement from the parent stating “the difficulties that would be caused if their child had to attend another school”). Special medical or social needs will include priority for vulnerable groups (after students with full statements of special educational needs and those in public care, who have recently come into care or moved into the area) such as: students whose names are either on or at risk of being placed on the Child Protection Register; students whose social or personal circumstances are seriously limiting their capability to gain access to education without the support of the local authority.
  - iii. Children who live nearest to the Academy measured by “as the crow flies” from their normal family home to main gate of the relevant academy. When dealing with multiple applications from a block of flats to the Academy, lower door numbers will take priority. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, “their normal family home” is where the majority of school nights (Sunday to Thursday) are spent.
- 2.5. Notwithstanding the provisions above, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA.
- 2.6. In the case of the Academy, after [ ] applicants have been offered a place for admission; others will be offered a place on a waiting list for the relevant band. Places for admission which are declined or otherwise become vacant will be offered, as far as possible, to those on the waiting list who are in the same band as that vacated, priority being determined by the banding rules as appropriate. There will be an independent appeals panel appointed in



accordance with the provisions of the statutory Code of Practice on School Admission Appeals. Parents may also write to the Education Funding Agency (“EFA”) if their complaint is about maladministration that they consider has affected the outcome of the appeal. The procedure and a form for submitting a complaint to the EFA are available online.

- 2.7. Notwithstanding the provisions above, the Secretary of State may direct the Academy to admit a pupil on an application from the LA in accordance with the terms of the Fair Access Protocol.
- 2.8. Late applications will be considered following the criteria set down in the Academy’ admissions procedure, with due regard to the LA late admissions procedure.
- 2.9. Following the offer of a place at the Academy parents/carers can be asked to provide evidence of their child’s identification and main residence to comply with the Academy’ admissions criteria. The forms of identification may include;
  - Birth certificate - a short Birth Certificate is acceptable
  - NHS registration
  - Council tax bill
  - Two current (ie less than six months old) utility bills

### **3. Admission arrangements - Sixth Form**

- 3.1. Admission to Year 12 at the Academy’s sixth form is a separate and distinct point of entry. Entry to the sixth form will be in accordance with the admissions criteria set out below, which will be reviewed annually by the governors. For the Academy, a Year 12 of up to [ ] students will be admitted from September 2014. Entrants will have to satisfy the following criteria;
- 3.2. For AS and A2 courses, appropriate prior attainment which will be: 5+ A\* - C grades or BTEC equivalent. Students wishing to study AS courses will require English and Mathematics GCSE at grades A\* - C with a B grade as minimum in the AS subject to be studied. Other course requirements will be as outlined in the sixth form prospectus.
- 3.3. In the event of oversubscription for the number of places available, priority will be given to those students who live nearest the schools, following the criteria outlined above. Young people who have exceptional special medical or social need for whom a particular course is appropriate will be considered on an individual basis. Parents are required to provide a statement stating the difficulties that would be caused if their child had to attend another school (the same guidelines adopted by the LA for such categories will be used).
- 3.4. The Academy sixth form in each of its two years can comprise up to [ ] students transferring from Year 11 in the Academy and students transferring from other schools. The Trust’s Funding Agreement assumes an annual sixth-form intake of up to this number of students from September 2014. Where the Academy sixth form is oversubscribed priority will be given to those living nearest to the Academy as defined above.
- 3.5. The Academy will use the following time-table for applications to the sixth form each year (exact dates may vary from year to year):



- a. September – the Academy sixth form will publish in its prospectus information about the arrangements for admission to the sixth form, including over subscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). The prospectus will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. It will also state the date by which applications must be received. The Academy will also provide information to the LA for inclusion in LA post-16 literature.
  - b. October – the Sixth Form Academy will hold an open evening and provide other opportunities for parents and for external applicants to visit the school.
  - c. December – Closing dates for applications
  - d. January/February/ March – Prospective students will be asked to attend the Sixth Form Academy for a registration appointment.
  - e. March/ April – Students will be informed of the results of their application.
- 3.6. Anyone refused a place in Year 12 following the application of the above criteria will have a right of the appeal. There will be an independent Appeals Panel appointed in accordance with the provisions of the statutory Code of Practice on School Admission Appeals. Parents may write to the Education Funding Agency (EFA) if their complaint is about maladministration that they consider has affected the outcome of the appeal. The procedure and a form for submitting a complaint to the EFA are available online.
- 3.7. Students who leave will be replaced by those on the relevant waiting list, or by casual mid-year entry, if all waiting list demand has been met. Priority will be determined by the provisions above.
- 3.8. The Academy shall consult each year on any changes to admission arrangements. The Academy will take part in the local admission forum for their area.
- 3.9. The Academy shall consult following a timetable agreed with the Local Admissions Forum, with the principal LA and any other admission authorities for primary, special and secondary schools located within the relevant area for consultation set out by the LA.
- 3.10. Following consultation, the Academy must consider comments made by those consulted. The Academy shall then determine their admission arrangements by 1 May of the relevant year and notify those consulted the details of what has been determined.
- 3.11. The Academy will be considered to have discharged this requirement by arranging with the LA to publish this information on its behalf. In this instance the Academy will provide information for any LA secondary and post-16 transfer booklet.
- 3.12. The published arrangements will set out:



- a. the name and address of the Academy and contact details;
  - b. a summary of the admissions policy, including over-subscription criteria;
  - c. a statement which makes clear that religious affiliation is not part of the admissions process;
  - d. numbers of places and applications for those places in the previous year; and
  - e. arrangements for hearing appeals.
- 3.13. Where other admissions authorities in the relevant area make representations to the Trust about its admission arrangements, the Trust will consider such representations. Where the Trust and other admission authorities cannot reach agreement locally, any admission authority in the relevant area may make representations to the Secretary of State. The Secretary of State will consider the representations and in so doing will consult the Trust. Where s/he judges it appropriate, the Secretary of State may direct the Trust to amend its admission arrangements.
- 3.14. Other admission authorities have the right to ask the Trust to increase their proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct the Trust to increase its proposed published admissions number. The Secretary of State will consult the Trust and will then determine the published admission number.
- 3.15. In addition to the provisions above, the Secretary of State may direct changes to the Trust's proposed admission arrangements and proposed published admissions number.

#### **4. Proposed changes to admission arrangements**

- 4.1. Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change of circumstances. In such cases, the Academy must consult those consulted under paragraph 3.9 above and must then apply to the Secretary of State setting out:
- a. the proposed changes;
  - b. reasons for wishing to make such changes;
  - c. any comments or objections from those entitled to object.
- 4.2. The Secretary of State will usually consider applications from an Academy to change its admission arrangements only when the said Academy has consulted on the proposed changes as outlined at 3.9 above.



- 4.3. Where the Academy has consulted on proposed changes and there have been no objections from other admissions authorities, the Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and forwarding any comments or objections from other admission authorities/other persons.
- 4.4. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.
- 4.5. Records of applications and admissions shall be kept by the Creative Education Academy for a minimum period of 10 years and shall be open for inspection.

## **5. Appeals**

- 5.1. Annex 1 sets out the Education Funding Agency's advice on appeals and is recommended by the Trust to parents.

This edition of the Admissions Arrangements policy is valid from 1 December 2014



## Annex 1



Education  
Funding  
Agency

### Complaints about an academy independent admission appeal panel

This factsheet sets out the types of complaints parents / legal guardians can raise with the Education

Funding Agency (EFA) about academy independent admission appeal panels ('panels'). All references to

'academies' also cover: free schools, university technical colleges (UTCs) and studio schools.

Complaints about panels for local authority maintained schools should be referred to the [Local Government Ombudsman](#).

#### Complaints EFA can investigate

EFA is the government agency responsible for investigating complaints about academy panels. **EFA can only investigate complaints about panels that did not follow the procedures set out in the [School Admission Appeals Code 2012](#) (the 'Appeals Code').**

Examples include:

- the panel didn't take relevant information into account in reaching its decision, or it took irrelevant information into account
- the admission appeal decision letter you received following the panel hearing did not give clear reasons for the decision
- you were not given an opportunity to state your case without unreasonable interruption
- the panel wasn't set up or run in accordance with the Appeals Code

Where we find something went wrong which could have affected the panel's decision, we may:

- recommend that the academy reviews its appeal procedures so that the problems you experienced don't happen to others
- ask the academy to hold a fresh appeal with a different panel



## **EFA can't overturn the panel's decision**

A panel is independent and their decision can only be challenged in court through a judicial review. You should seek independent legal advice in relation to this.

## **EFA can't arrange panels**

You should contact the academy direct to request an admission appeal.

## **Making a complaint to the EFA about a panel**

Details of how to make a complaint are in the [admission appeals section](#) of GOV.UK.

© Crown copyright 2014

Published: March 2014