



ADMISSIONS POLICY 2018/2019

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V3	28.06.17	AB SM	Updated from recommendations from LA, tie break distance measured and AEO replaced with (AT&WT) Admissions, Transport & Welfare Team.

Outwood Academy Ripon

Admissions Policy for the Academic Year 2018/19 Published Admissions Number 131 per year group

All governing bodies (Academy Council) are required by Section 324 of the Education Act 1996 or the Children's and Families Act 2014 to admit to the school a child with an education, health and care plan (EHCP), formerly a statement of special needs (SEN), which names the school. This is not an oversubscription criterion and relates only to children who have undergone statutory assessment and for whom an EHCP has been issued.

If the number of applications exceeds the Published Admissions Number (PAN) after the admission of children with an EHCP the following criteria will apply for North Yorkshire schools.

Priority group one - Looked after children and all previously looked after children for whom the school has been expressed as a preference. Previously looked after children are children who were previously looked after but ceased to be so because they were adopted* or became subject to a child arrangement order* or special guardianship order.

This applies to all looked after children, including those who are in the care of another local authority or being provided with accommodation by a local authority in the exercise of their social services function at the time of making an application.

In the case of previously looked after children, a copy of the relevant documentation will be required in support of the application.

*This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adopted & Children Act 2002. Child arrangement orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order.

Priority group two - Children the authority considers to have exceptional social or medical reasons for admission.

We will only consider applications on social or medical grounds if they are supported by a professional recommendation from a doctor, social worker or other appropriate professional. The supporting evidence should set out the particular social or medical reason(s) why the school in question is the most suitable school and the difficulties that would be caused if the child had to attend another school.

All supported applications will be assessed by a panel of qualified professionals. Unsupported applications will not be considered under this criterion.

Priority group three - Children living within the catchment area of the school.

If a school is oversubscribed, priority will be given to a sibling at that school in September 2018, and then to those living nearest the school. In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".

Priority group four - Children living outside the catchment area of the school.

If a school is oversubscribed, priority will be given to a sibling at that school in September 2018, and then to those living nearest the school. In all cases, "sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of a parent / carer's partner, where the child for the school places sought is living at the same family unit and at the same address as the "sibling".

Children in higher numbered priority groups will be offered places ahead of those in lower numbered priority groups. All applications within each priority group will be considered equally (i.e. all applications, regardless of order of preference).

Tie break - All distance measurements are based on a straight line distance recognised by the County Councils electronic mapping system from a child's home address to school. The measurement is made from a fixed point within the dwelling, as identified by Ordnance Survey, to the nearest school entrance using a 'straight line distance'

A home address means the place where your child lives permanently for most of the time. If the residency of your child is split between both parents, we consider the home address to be the address where the child lives for the majority of the week (Monday to Friday). Parents will be required to complete and return a split residency form detailing the split.

If the distance tie-break is not sufficient to distinguish between applicants in a particular priority group a random allocation will be used. (Appendix A)

Please note: if you preference a school other than your catchment area school, you will be responsible for transporting your child to that school, together with any associated costs, for the duration of their time at their school.

Rationale

Outwood Academy Ripon works within the framework of the Co-ordinated Admissions Arrangements as set out by the North Yorkshire County Council for the admissions into Year 7. For more information about the closing date for applications and the allocation date, please see the NYCC website, www.northyorks.gov.uk/admissions

Introduction

Admissions to Outwood Academy Ripon can be defined as follows:

Secondary transfer admissions; students joining the school at the beginning of Year 7 through the Secondary Transfer Scheme.

In-Year Admissions; students joining a pre-existing year group or students joining the school as an in-year admission.

In-Year Fair Access Protocol Admissions; students joining the school who are admitted through the Collaborative as they are transferring outside the normal admissions round and may find it difficult to secure a school place.

Secondary Transfer Admissions

1. The primary/secondary transfer scheme is co-ordinated by the Local Authority Admissions, Transport & Welfare Team (AT&WT). The LA write to all Year 5 families in June advising them that they should apply on-line for up to 5 secondary schools of their choice.
2. The deadline for applications is 31 October. (AT&WT) will then allocate school places using the priorities listed above.
3. The offer of a single school place will be made to families on 1 March. On or just before this date, schools will receive their Year 7 admission numbers.
4. The Year 7 admission list will be held, co-ordinated and updated by the Data & Exams Officer.
5. Transfer Forms will be delivered to the primary schools and completed and returned to School to inform setting, grouping and SEN resourcing.
6. The Transition Managers together with the SENCo will co-ordinate the sorting of Tutor Groups and will be kept updated as the admission list changes.
7. Applications for secondary transfer received by the LA after 2 March will be treated as in year admissions.

In-Year Admissions

1. In-year admissions are those which occur outside of the normal admissions round. Families who wish to transfer children into the local authority or within the local authority must apply through the (AT&WT).
2. Once a parent has preference Outwood Academy Ripon and a place has been offered the LA Admissions Office will contact the Data & Exams Officer with details of the admission.
3. The Data & Exams Officer will contact the child's current school to gain information and data regarding attainment, reason for transfer and details of any special needs.
4. Once the admission has been received, details will be passed on to the relevant Learning Manager or the Inclusion Manager. The Principal may request further action regarding the admission or may wish to discuss the admission further with the (AT&WT).
5. The relevant Learning Manager will make initial contact with the family and arrange a pre-admission meeting. This will involve a tour and a meeting to discuss Outwood Academy Ripon's systems and procedures and any special arrangements. It may be appropriate for the Inclusion Manager or SENCo to be present at this meeting.
6. Should the pre-admission meeting be deemed successful a date will be agreed for the student to attend an assessment session where assessments in English, Maths and Science will be completed. Heads of Department will allocate sets following the results of these tests.
7. Following the assessments, an admission date will be set (this will normally be the next Monday). Should the pre-admission meeting be deemed un-successful the admission will be referred to the Principal.
8. The child will be admitted once they have obtained Outwood Academy Ripon uniform and school has received an Admission Form and all Declaration and Consent Forms. We should also normally receive a full student record from the previous school prior to admittance.

9. The Learning Manager will place the new student in a tutor group. The SENCo will arrange a Learning Passport, Teaching Assistant Support, intervention groups etc. (as appropriate).

In-Year Fair Access Protocol Admissions (IYFAP)

1. The IYFAP ensures that a collaborative group, made up of representatives from local schools meet regularly to discuss the in-year transfer of students who have been excluded from another school, children who have challenging behaviour and those children who are transferring outside the normal admissions round and may find it difficult to secure a school place.
2. The following are examples of children who may find it difficult to secure a school place and may be admitted through the IYFAP Collaborative:
 - Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
 - Children who have been out of education for 2 months or more;
 - Children of Gypsies, Roma, Travelers, refugees and asylum seekers;
 - Children who are homeless;
 - Children with unsupportive family backgrounds for whom a place has not been sought;
 - Children who are carers; and
 - Children with special education needs, disabilities or medical conditions (but without a statement).
3. Outwood Academy Ripon is a partner school and is represented on the IYFAP Collaborative.
4. The school may wish to bring to the attention of the Collaborative any genuine concerns that we have regarding the admission of the child. (For example; a previous serious breakdown in the relationship between the school and the family).
5. The school may wish to bring to the attention of the Collaborative any compelling reason why a child should not be admitted to a specific year group.

Conclusion

The aim of the Admissions Policy is to ensure that new students are admitted to Outwood Academy Ripon with sufficient information to allow them to settle quickly; and with their ability and any special educational needs met so that learning and progress is as uninterrupted as possible.

Random allocation procedure Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants.
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise. In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

Definition of roles

Independent scrutineer - this is a person who ensures the process is carried out in a correct and transparent way. The independent scrutineer must be independent of the school for which the allocation is to be made and also must be independent of the council's admissions and transport team.

Admissions officer - this is an officer from the council's admissions and transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the independent scrutineer.

Person who makes the draw - this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the council's admissions and transport team.

Process to be followed - This entire process is to be carried out in sight of, and under the scrutiny of, the independent scrutineer.

1. The admissions officer allocates each pupil to be included in the draw a number and records it on the 'random allocation cross reference sheet'. This is placed in a sealed envelope.
2. The admissions officer prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The admissions officer folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The admissions officer shuffles the envelopes and hands them to the person who makes the draw, who shuffles the envelopes again, picks one envelope and opens it.
5. The admissions officer records the first number drawn on the 'random allocation record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.
7. The admissions officer then opens the previously sealed envelope containing the 'random allocation cross reference sheet' and records the numbers drawn on the 'random allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.
8. Once the process has been completed, the admissions officer, independent scrutineer and person who makes the draw should sign and date both the 'random allocation record sheet' and the 'random allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.