



*"Striving for Excellence,  
Opportunity and Success for All"*

# Admissions Policy

# **Redmoor Academy**

## **Admissions Policy**

### **For entry in September 2016 and in-year from September 2016**

Redmoor Academy is its own admission authority and is responsible for arranging an independent appeal against refusal of a place at the school.

#### **Purpose of this Policy**

The purpose of the Policy is to ensure that places at Redmoor are allocated and offered in an open and fair way.

#### **Applying for a place**

A parent can apply for a place for their child at any state-funded school in any area. Parents apply to the local authority in which they live (for Redmoor this is usually Leicestershire) for a place at Redmoor and any other preferred schools. The annual closing date is 31 October for a place the following September.

#### **The decision**

The pupil admission number for entry in September 2016 and in-year from September 2016 *will be capped at 185 pupils.*

Redmoor will accordingly admit at least these numbers if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply. If Redmoor is undersubscribed, any parent that applies will be offered a place. If oversubscribed, Redmoor will rank applications in order against its published oversubscription criteria and return that list to the local authority.

When parents / carers are applying for places from outside our established primary schools Redmoor will ask for proof of the following:

- Address
- Child's date of birth
- Attendance at previous school

#### **Oversubscription criteria**

When there are more applications for Redmoor than there are places available, after children with Statements of Special Educational Needs where Redmoor is named in the Statement, the following criteria (in the order listed) will be used to allocate places:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Pupils who live **permanently** in the Redmoor Academy catchment area. A catchment area map is attached to this policy. The child's place of residence is taken to be the parental home.
3. Children with a sibling attending Redmoor at the time of application or, for 2016-2017 had a sibling attending Redmoor Academy between 2009-2010 and 2012-2013 who then went on to transfer to any other local school. *Sibling* is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children currently attending a feeder primary school.
5. Children of staff, where the member of staff has been employed at Redmoor on a permanent contract for two or more years at the time at which the application for admission to Redmoor is made.
6. Children on whose behalf written evidence of exceptional medical or social need is presented, such evidence being supplied by a professionally involved third party and which must set out the particular reasons why Redmoor is the most suitable school. If criterion 4 is used, professional supporting documentation from the Lead Professional must be supplied and must be submitted with the application. The following list shows the areas that are considered exceptional:
  - Crown Servants (serving members of the armed forces).
  - Children subject to Child Protection Plans.
  - Hard to place children – who fall under the Fair Access Protocol.
  - Parents suffering domestic violence. (This is dependent on documentary evidence by a lead professional).
  - A child for whom transfer to the catchment area school would involve attending a different school until he/she is the right age to transfer. (This is dependent on the child having attended the present school for at least a year).
7. Children who live nearest to Redmoor 'as the crow flies.' Distances are measured, using electronic mapping, from the main entrance (front door) of the child's home to the main entrance door of Redmoor.

Random allocation will be used as a tie-break in criterion 7 above to decide who has highest priority for admission if the distance between two children's homes and Redmoor is the same.

Some admissions authorities use other criteria when allocating places. For the purposes of clarity, Redmoor **does not** allocate places on the basis of faith, ability or aptitude.

Redmoor may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

All preferences are collated. Parents then receive an offer from the local authority at the highest preference school at which a place is available on **1<sup>st</sup> March** or the first working day thereafter in the year in which the child will be admitted.

### **Right to appeal**

Parents, and in some circumstances children, have the right to appeal against Redmoor's decision to refuse admission. Redmoor will set out the reasons for the decision and that there is a right of appeal.

Parents who want to appeal against the decision not to offer their child a place at the school must appeal directly to the school, not through the Admissions Team. Appeals should be addressed in writing to the Admissions Officer at the school within 10 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked "Admission Appeal."

Redmoor will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal Redmoor is required to admit the child.

When Redmoor informs a parent of a decision to refuse their child a place at the school, it will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

### **Withdrawing an offer or a place**

Redmoor will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Redmoor will not withdraw a place once a child has started at Redmoor, except where that place was fraudulently obtained.

### **Waiting list**

If Redmoor is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria.

Priority will not be given to children based on the date their application was received or their name was added to the list.

Parents of gifted and talented children, those with special educational needs or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. Redmoor will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at Redmoor.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to this area, Redmoor will:

- Allocate a place in advance, if accompanied by an official Government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.

### **Children from overseas**

Redmoor will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

### **In year applications**

Redmoor will, on receipt of an in-year application:

- Allocate a place if one is available.
- If a place is not available, add the child to the waiting list and consider the application against the oversubscription criteria.
- Inform parents of their right to appeal against the refusal of a place.
- Notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area.

### **Children with challenging behaviour**

- Redmoor will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.
- Redmoor will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for Redmoor or other admissions authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- **Where the governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the area Behaviour and Attendance Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour already on roll.**

### ***Human Rights Act 1998***

The Human Rights Act 1998 confers a right of access to education. This right does not, however, extend to securing a place at a particular school. Redmoor will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

### **The Admissions Timeline**

31<sup>st</sup> October 2015: Closing date for applications to the Local Authority.

28<sup>th</sup> February 2016: Publication of Redmoor appeals timetable on website.

1<sup>st</sup> March 2016: National offer day for secondary school places.

April and May: Appeals process and outcomes.

September 2016: New intake starts at school.

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Anyone who considers that 'Redmoor' arrangements are unlawful can make an objection to the Schools Adjudicator. Objections must be referred to the Adjudicator by **30th June** in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator: <http://www.schoolsadjudicator.gov.uk>