Admission Arrangements for Ark Academy – 2013/2014

1. This document sets out the admission arrangements for Ark Academy in accordance with Annex 2 to the Supplementary Funding Agreement between ARK Academies and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.

2. Notwithstanding these arrangements, the Secretary of State may direct the Ark Academy (The Academy) to admit a named pupil to the Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for the Academy for the year 2013/2014 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:

a) The Academy has an agreed admission number of 60 pupils in the primary section for admission of pupils to Reception classes. The Academy will accordingly admit at least 60 pupils in the relevant primary age group each year if sufficient applications are received. From September 2011, parents of children who are offered a place in the Reception year before they are of compulsory school age can defer their child’s entry until later in the year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. However, this cannot be beyond the academic year for which the original application was accepted.

b) The Academy has an agreed admission number of 180 pupils in the secondary section for admission of pupils age 11 up to and including admissions in September 2014. From September 2015 this admission number will reduce to 120 (i.e. when pupils who have entered the primary school automatically transfer into Year 7). The admission number applies only to those being admitted from outside of the Academy. If fewer pupils intend to transfer from Year 6, the Academy will admit over the admission number up to the overall size of the Year 7 group. The Academy will accordingly admit at least 180 pupils (120 from September 2015) in the relevant secondary age group each year if sufficient applications are received.

b) The Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission
number higher than its agreed admission number, the Academy will consult those listed at paragraphs 16-17 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. Applications for places at the Academy will be made in accordance with Brent LA’s co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the Brent LA. The Academy will use the timetable for applications each year (exact dates within the months may vary from year to year) agreed by the Brent Admissions Forum or LA.

Consideration of applications

5. The Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

6. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. There are different criteria applied to students seeking entry to the primary section of the Academy (Year R) from those applying to the secondary section (Year 7).

For the primary section: After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

a) children in public care; (that is children who are in the care of a local authority or provided with accommodation by that authority). This definition is pursuant to the Admissions Code 2012. NB. The definition of 'looked after' children now includes children who were in care but have since been adopted or become the subject of a residence order or special guardianship order

b) children who have a sibling who already attends the primary section (Year 1 to Year 6) and who will continue to do so on the date of admission (for this purpose “sibling” means a whole, half or step-brother or -sister resident at the same address)

c) children who live closest to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child’s home.
For the secondary section: After the admission of pupils with statements of Special Educational Needs where the Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

a) children in public care; (that is children who are in the care of a local authority or provided with accommodation by that authority). This definition is pursuant to the Admissions Code 2012. NB. The definition of ‘looked after’ children now includes children who were in care but have since been adopted or become the subject of a residence order or special guardianship order.

b) children who have a sibling who already attends the Academy and who will continue to do so on the date of admission (for this purpose “sibling” means a whole, half or step-brother or -sister resident at the same address).

c). 50% of the remaining places will be allocated to children who live closest to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child’s home (“Zone A”) and 50% of the remaining places will be allocated to children who live closest to Fawood Children’s Centre using straight line measurement from the main entrance of the Children’s Centre to the main entrance to the child’s home (“Zone B”).

d). If there are vacancies after applying the criteria at c) above in either of Zone A or Zone B these vacancies will be filled by offering places to applicants who remain to be offered places in the other Zone using the distance criteria set out in c) above for that Zone.

(Note – when the primary section is full and Year 6 in the primary section are transferring to Year 7 – i.e. in September 2015 and thereafter – the percentage of places allocated to applicants in Zone A will become 25% and the percentage allocated to applicants in Zone B will become 75%)

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until a month after the beginning of the school year. This 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.
8. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 above as applied to the primary section or secondary section, as relevant. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Arrangements for post 16 provision**

9. The Academy will not operate a sixth form until 2014/2015 academic year. The Academy will then publish specific criteria in relation to minimum academic entrance requirements for the sixth form and for the range of courses available based upon GCSE grades or other measures of prior attainment. These entry requirements will be published each year in the Academy’s prospectus which will be published in the Autumn prior to the September to which they are to apply (i.e. Autumn 2013 for September 2014 entry). These criteria are the same for internal and external transfers and will be subject to consultation with those in paragraph 17. There will not be a published admission number – any external transfers will only be admitted if there is insufficient demand from eligible Ark Academy pupils to fill courses.

10. There will be a right of appeal to an Independent Appeals Panel for children refused entry to the sixth form.

**Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy**

11. 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, the applicant’s resident Local Authority will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 6 shall apply as relevant to the primary or secondary sections. Parents whose application is turned down are entitled to appeal.

12. The Academy will participate in Brent LA’s In Year Fair Access Protocol.

**Arrangements for admission of pupils as the Academy builds to its full capacity**

13. The Academy opened on 1 September 2008 with a Published Admission Number relating solely to pupils in Year R. From September 2009 it has Published Admission Numbers relating solely to pupils in Year R, and Year 7.

14. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.
15. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

16. The Academy will consult by 1 March each year on its proposed admission arrangements:

   a) Brent LA;
   b) The admission forum for Brent LA;
   c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
   d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
   e) Affected admission authorities in neighbouring LA areas.

Publication of admission arrangements

17. The Academy will publish its admission arrangements each year once these have been determined, by:

   a) copies being sent to primary and secondary schools in Brent LA;
   b) copies being sent to the offices of Brent LA;
   c) copies being made available without charge on request from the Academy;
   d) copies being sent to public libraries in the area of Brent LA for the purposes of being made available at such libraries for reference by parents and other persons.

18. 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 oversubscription criteria;
   c) a statement of any religious affiliation;
   d) numbers of places and applications for those places in the previous year; and
   e) arrangements for hearing appeals.