

# Ark Academy, Forty Avenue, Wembley, HA9 9JR

## Admissions policy relating to admissions to the academy in the academic year September 2015 and beyond

### General

1. This document sets out the admission arrangements for ARK Wembley academy (the 'academy'). The academy is an all through academy with a nursery, primary and secondary school. It is intended that a sixth form will be opened in September 2015.
2. The academy will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2012 ('the admissions code') the School Admission Appeals Code of Practice 2012 ('the appeals codes') and the law on admissions. The academy will, through ARK Schools, consult as may be required and/or necessary. Reference in the codes to admission authorities shall be deemed to be references to the Board of ARK Schools, the powers and functions of which may be delegated to the local governing body of the academy.
3. All academies in the ARK Schools network including ARK Wembley academy will participate in the co-ordinated admission arrangements administered by the local authority in the relevant geographical location and in respect of other arrangements specified in the admissions code.
4. Notwithstanding these arrangements, the secretary of state may direct the academy to admit a named pupil to the academy on application from a local authority. Before doing so the secretary of state will consult the academy.

### NB:

1. The academy is one of a number within a network of academies overseen by ARK Schools.
2. ARK Schools is the admissions trust and through its board may delegate some functions to Local Governing Bodies (LGB's) set up to provide a local oversight of individual academies.
3. The ARK Schools Board is responsible for the admissions policy of each academy. From time to time some admissions functions may be delegated to academies whilst others are carried out at ARK Schools under the direction of the board.
4. In the event of a query, enquiries should be made to the Admissions Team at ARK Schools, 65 Kingsway, London, WC2B 6TD.

Admission arrangements approved by the secretary of state

The normal admissions round:

5. The admission arrangements for the academy for the academic year 2015/2016 and for subsequent years are set out below.

i. The academy has an agreed admission numbers as follows:

Nursery: 30 full time equivalent places – morning and afternoon

Primary: 60

Secondary: 180

ii. The academy may set a higher or lower admission number than its published admission number for any specific year. Before making any change to the agreed admission number, or a permanent change to its published admissions number, the academy will, in accordance with the provisions of the School Admission Code 2012, notify the local authority of the consent to such an arrangement of the ARK Board and the local governing body. Where it is proposed to have a lower admission number the academy will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.

iii. In accordance with its funding agreement the academy will also seek the consent of the secretary of state to any permanent change to its published admission number.

#### a) Nursery

The nursery will adopt the same admissions arrangements as the rest of the academy, with the exception that no appeal will be allowed against the refusal of a place.

1. It is important to note that attendance/enrolment in the nursery will be distinct and separate and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance with the local authority's co-ordinated admissions arrangements.

2. Oversubscription. If the nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs (SEN). The remaining places will then be offered in accordance with the oversubscription criteria, which applies to the academy as a whole (as described in paragraph 11 below), except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.

3. Waiting list. The nursery will keep a waiting list, which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the admissions code so that children will be ranked in line with the academy's oversubscription criteria (see paragraph 11 below).

#### b) Primary

1. The academy has an agreed published admission number of 60 pupils.

After the allocation of places, the academy will admit 'rising fives' i.e. all children

with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age. In accordance with paragraph 2.16 of the admissions code, a parent may request that their child's taking up of a place be deferred until later in the academic year or until the term in which the child reaches compulsory school age, and a parent may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If, having obtained a place, a parent wants their child to join Reception in the September term after their fifth birthday that decision is strictly subject to the discretion of the academy. Parents planning to ask for that type of admission are advised to contact the academy for more details before they apply for a place.

2. Where the primary school is oversubscribed, the criteria for admission are as set out in paragraph 11 below.

#### c) Secondary

The academy has an agreed published admission number of 180 pupils in Year 7.

1. In September 2015 (when the first primary entrants will have completed Year 6) and in subsequent years, pupils in the primary school will transfer to the secondary school.

2. This means that the opportunity to gain admission if a child does not already attend the primary school will in reality, be restricted in respect of 'external' applicants (those with children not currently attending the primary school) to 120 places in Year 7.

#### d) Post 16 provision

1. It is planned to open a sixth form in September 2015. The number of places available will be published in advance on the academy's website. When the sixth form is open, those students already attending the academy and achieving the minimum academic entrance requirements will transfer to the sixth form.

2. The minimum academic entrance requirements for admission to the post-16 provision will be published in the academy's sixth form prospectus which will be available on request and also published on the academy's website. These requirements will relate to both internal and external applicants.

3. Students will be informed in writing whether or not they have been allocated a place.

## Consideration of applications

6. Arrangements for applications for places at the academy will be made in accordance with the relevant local authority's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the relevant local authority.

7. The academy trust will use the local authority's timetable for applications to the 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 agreed by the local authority.

### 8. For secondary applications:

a) September - the academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

b) September/October - the academy will provide opportunities for parents to visit the academy.

c) October - Common Application Form (CAF) to be completed and returned to the relevant local authority to administer.

d) December – the local authority sends applications to the academy.

e) January – the academy or ARK central will advise the local authority of applicants who meet the required admissions criteria where it has been necessary to verify this for them e.g. distance measurement.

f) February - the local authority applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents.

g) March - offers made to parents by the local authority.

h) April/May - determination of the next academic year's admissions policy. This will be published on the academy's website and sent to the local authority by 1 May for inclusion in the composite prospectus.

### 9. For primary applications:

a) September - the academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

b) September/October - the academy will provide opportunities for parents to visit the academy.

c) January – Common Application Form (CAF) to be completed and returned to the pupil's home local authority to administer. For 2015 the national closing date for primary applications is 15 January.

d) February – the local authority sends applications for the primary school to the Academy Trust.

- e) March - the academy or ARK central will advise the local authority of applicants who meet the required admissions criteria where it has been necessary to verify this for them e.g. distance measurement.
- f) March – the local authority applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents.
- g) April - Offers made to parents.
- h) April/May- determination of the next academic year’s admissions policy. This will be published on the academy’s website and sent to the local authority by 1 May for inclusion in the composite prospectus.

10. After the admission of pupils with Statements of Special Educational Needs (SEN) or Education Health and Care Plans, where the academy is named on the statement, the academy will consider all applications for places.

10.1 Where fewer applications are received than there are places available, the academy will offer places to all those who have applied including, in respect of the secondary school from 2015 onwards, all those pupils attending the primary school in Year 6.

Procedures where the academy is oversubscribed

Primary and secondary – oversubscription criteria

11. Where the academy is named on a pupil’s Statement of Special Educational Needs (SEN) or Education Health and Care Plan, that child will be admitted by the academy. If the number of applications for admission to either the primary school or secondary school is greater than the published admissions number, applications will be considered against the criteria and order set out below. Admission of siblings to the primary and secondary schools will be separate and distinct to those schools. The secondary school has additional criteria in relation to distance zones.

- a) Looked after children and children who have been previously looked after (pursuant to the admissions code). 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 function at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became the subject of a residence order or special guardianship order.

- b) Children of staff at the school where there is a demonstrable skill shortage. Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage.

ARK Schools is required to approve the principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.

c) In respect of the primary school only children who at the time of the admission have a sibling who attends the primary school in years 1 to 6 # (what does this symbol mean/what is it doing here?)

d) In respect of the secondary school, children who at the time of admission have a sibling who attends the academy # (as above)

# (as above) For this purpose (c) and d) above) 'sibling' means a whole, half or step brother or step sister or an adopted child resident at the same address. The fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority. In the case of multiple births or brothers and sisters in the same year group, where there is only one place available, both will be considered together as one application.

e) Children of staff in the school - where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.

f) Distance measurement - a child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.

i) In those cases where the relevant local authority measures distance on behalf of ARK Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.

ii) In those cases where ARK Schools is required to carry out the measurement itself, priority will be given to those children who live closest to the school using a straight line measurement taken from Ordinance Survey data from the academy building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the academy building's main reception to the main entrance of the building in which the flats are located.

With regard to applications to the secondary school where distance from the school is the priority (sub paragraph f, above) the following will apply:

a) Twenty five per cent 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 75 per cent 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).

b) If there are vacancies after applying the criteria at a) 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 a) above, for that zone.

NB in September 2015 the above percentages of places allocated to applicants in Zone A became 25 per cent and 75 per cent for applicants in Zone B as previously published and consulted upon.

#### Tie breaker

If ARK Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

#### Post 16 oversubscription criteria

12. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants i) with SEN, where the academy is named on the Statement, followed by ii) eligible looked after children or former eligible looked after children. Other criteria for priority will be published on the academy's website.

#### Right of appeal

13. There will be a right of appeal to an independent appeals panel for all applicants refused admission (see paragraph 16 below).

#### Waiting list

14. Subject to any provisions regarding waiting lists in the local authority'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. 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.

15. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 11 above, with separate distance criteria for the secondary school. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

#### Arrangements for appeals panel

16. Except in relation to an application for admission to the nursery school, where there will be no right of appeal following an unsuccessful application, parents will have the right of appeal to an independent appeal panel ('appeal panel') if they are dissatisfied with an admission decision of the academy.

17. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with the appeals code. The determination of the appeal panel will be made in accordance with the code and will be binding on all parties. The academy will provide written guidance for parents about how the appeals process works and will provide parents with a named contact who can answer any enquiries they may have about the process.

## Applications for admission to the academy outside the normal admissions round

### In-year applications

18. Pursuant to the School Admission Code 2012 there is no requirement for local authorities to co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry.

It may be that the academy will reach agreement with the local authority or other agency to handle the co-ordination of in-year applications for admission and waiting lists. If this is the case, full details will be published on the academy's website.

19. These applications should be submitted direct to the academy unless other arrangements as described above have been made and published on the academy's website.

20. Subject to any provisions in the local authority's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.

21. If more applications are received than there are places available, the oversubscription criteria in paragraph 11 shall apply.

### Appeals against refusal of an in-year application

22. Except in relation to an application for admission into the nursery school (where there will be no right of appeal following an unsuccessful application) parents will have a right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy.

### Procedures for determining admission arrangements consultation

23. The academy shall consult every seven years on its proposed admission arrangements unless these are the subject of change in any year.

24. Where consultation is required the academy will consult for a period of eight weeks between November and the following March. All relevant parties listed in paragraph 1.44 Section 1 of the admission code will be consulted and the consultation will be conducted directly with the relevant local authority and applicable church authorities and by way of publication on the academy's website and that of ARK Schools.

### Determination and publication of admission arrangements

25. Following consultation, the Academy Trust will consider comments made by those consulted. The Academy Trust will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

#### Publication of admission arrangements

26. The Academy Trust will publish its admission arrangements each year once these have been determined, by sending copies to the relevant local authority and by way of publication on its website and that of ARK Schools in the admissions code.

27. 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) Numbers of places and applications for those places in the previous year.
- d) Arrangements for hearing appeals.

#### Representations about admission arrangements

28. All changes to the admission policies for ARK academies need to be approved by the secretary of state.

29. Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Academy Trust will consider the representations before determining the admission arrangements.

30. Where the Academy Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the schools adjudicator. Objections must be referred to the adjudicator by 30 June in the admissions determination year. Information on how to make an objection can be obtained from the Office of the Schools Adjudicator at: [www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk).

31. Those bodies referred to in paragraph 24, above, have the right to ask the academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the secretary of state to direct the academy to increase its proposed published admissions number. The secretary of state will consult the academy and will then determine the published admission number.

32. The secretary of state may direct changes to the academy's proposed admission arrangements and, in addition to the provisions above, the secretary of state may direct changes to the proposed published admission number. The secretary of state will consult the academy and/or the Academy Trust before making any direction.

33. Pursuant to the Admission Code 2012 the academy may decide to admit above its published admission number in year (*I'm not sure what this sentence means – in year what?*) It may also increase its stated published admission number for any determination year (*this doesn't make sense either*) and future years provided that the necessary approvals at governing board levels and that of the secretary of state are received. In these cases it is not necessary to consult but the admissions code provides for the local authority to be given notice to enable them to deliver their co-ordinated responsibilities effectively.

Proposed changes to admission arrangements by the academy after arrangements have been published

34. Once the admission arrangements have been determined for a particular year and published, the academy will propose changes only if there is a major change of circumstances. In such cases, the academy must notify the bodies referred in paragraph 24 above of the proposed variation and must then apply to the secretary of state setting out:

- a) The proposed changes.
- b) The reasons for wishing to make such changes.
- c) Any comments or objections from those entitled to object.

The need to secure the secretary of state's approval for changes to admission arrangements

35. Following the consultation process outlined in this policy, the academy will, through ARK Schools, consult as may be required and/or necessary and seek the consent of the secretary of state to any changes in its admission arrangements.

36. Records of applications and admissions shall be kept by the academy for a minimum period of ten years and shall be open for inspection by the secretary of state.