

ARK Franklin Primary Academy, Harvist Road, London, NW6 6HJ

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 Franklin Academy (the 'academy'). The academy is a primary school with a nursery school attached.
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 code') and the law on admissions. 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 the 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:

- A. The academy is one of a number within a network of academies overseen by ARK Schools.
- B. ARK 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.
- C. The ARK Schools Board maintains responsibility 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.
- D. 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 number of 90 pupils in all year groups and 90 full time equivalent places will be available in the nursery. Places in the nursery school may be full time or organised on a part time basis (morning and afternoons). Details will be provided on the academy's website and may vary from time to time. Sufficient notice of arrangements will be given prior to annual application.

ii. The academy may set a higher or lower admission number than its published admissions 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

i. A child can usually start at a local authority nursery the term after their 3rd birthday. At the discretion of the head teacher a child who is two years nine months or older may be admitted should places be available. When children under three years of age are admitted the school needs to complete a risk assessment to determine if additional staffing is necessary.

ii. 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. No appeal will be allowed against the refusal of a place in the nursery.

iii. 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 9 below) except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.

iv. 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 9 below).

b) Primary

i. The academy has an agreed published admission number of 90 pupils in the reception year.

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 1, 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.

ii. Where the primary school is oversubscribed, the criteria for admission is as set out in paragraph 9 below.

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 following consultation with the local authority.

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 2015.

d) February - local authority sends the academy applications to the Academy Trust.

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

f) March - 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.

8. After the admission of pupils with Statements of Special Educational Needs (SEN) or Education, Health Care Plans, where the academy is named on the Statement, the academy will consider all applications for places. Where fewer than 90 applications are received, the academy will offer places to all those who have applied.

Procedures where the academy is oversubscribed

Primary– oversubscription criteria

9. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the nursery and primary school is greater than the published admissions number, applications will be considered against the criteria and order set out below:

- a) Looked after children and children who have been previously looked after (pursuant to the admissions code).
- 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) Children who at the time of the admission have a sibling who attends the academy. For this purpose 'sibling' means a whole, half or step brother or sister or an adopted child resident at the same address. In respect of applications to the primary school (where applicable), 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 in the academy, both will be considered together as one application.
- d) 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 is made. Priority will be limited to one person for each form of entry in any year.

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.

e) 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's 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's building's main reception to the main entrance of the building in which the flats are located.

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.

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

Operation of waiting lists

11. 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.

12. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9 above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

13. Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the academy. The appeal panel will be independent of the academy. The arrangements for appeals will be in line with Schools Admissions Appeals Code published by the Department for Education. 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 parents may have about the process.

14. There will be no right of appeal against the refusal of admission of a nursery place.

Applications for admission to the academy outside the normal admissions round - 'in-year' applications

15. 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.

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

17. 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.

18. If more applications are received than there are places available, the oversubscription criteria in paragraph 9 shall apply.

Appeals against refusal of an in-year application

19. 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 as described in paragraph 13 above.

Procedures for determining admission arrangements - consultation

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

21. 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

22. 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

23. 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 relation to other named parties in the Admissions Code 2012.

24. 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

25. 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.

26. 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

27. Those bodies referred to in paragraph 21 have the right to ask the academy to increase its proposed published admission 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 admission number. The secretary of state will consult the academy and will then determine the published admission number.

28. 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.

29. Pursuant to the Admission Code 2012 the academy may decide to admit above their published admission number in year. They may also increase their stated published admission number for any determination year 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 code provides for the local authority to be given notice to enable them to deliver their coordinated responsibilities effectively.

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

30. 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 21 above of the proposed variation 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

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

31. The secretary of state will consider applications from the academy to change its admission arrangements only when the academy has notified and consulted on the proposed changes as outlined above.

32. Following consultation, the academy must 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 passing to him any comments or objections from other admission authorities/other persons.

33. The secretary of state can approve, modify or reject proposals from the academy to change its admission arrangements.

34. 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.