

Cowes Enterprise College

Admissions policy

Date adopted: 28th January 2016

Next review date: November 2016

Policy Version Control

Policy prepared by	OAT Model Policy
Responsible committee	N/A
Date approved by committee	N/A
Date ratified by LGB	28 th January 2016
Description of changes from the model policy (if any)	<ol style="list-style-type: none"> 1. Addition of local information 2. Simplification of oversubscription criteria

Signed.....Chair of Governors Date.....

Ormiston Academies Trust

Admissions policy

Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Nicki Wadley – Head of Governance
Last review date	April 2015
Description of changes	Reviewed to ensure policy meets DfE Statutory admissions requirements.
Name and date of line manager's approval	Julie Bloor, Executive Head and Regional Director
Date of executive approval	Julie Bloor, Executive Head and Regional Director
Date released	November 2015
Next review date	November 2016

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I. Policy statement and principles

I.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2017 to August 2018. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have an open day during the year, this will be publicised on the academy website. We welcome visits during the normal academy day, and these can be booked through the academy office by telephone on 01983 203103

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

I.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Academy Principal in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-19. The intakes are:

- Secondary
- Sixth form

We encourage entry at the academy's main intake time so as to aid academic progression without interruption; however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the centre of the academy site and the child's home address (centre of building). The academy works closely with the LA who administers the Coordinated Admissions Scheme (CAS) and deals with appeals. The academy will follow the LA measuring system.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive ., In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Catchment area

The Governing Body is the admissions authority but the academy works closely with the LA who administers the Coordinated Admissions Scheme (CAS) and deals with appeals. If the number of applications for the academy is less than the admissions number then all children will be offered places, no matter where they live. If the academy is over-subscribed then a set of clear criteria will be used to determine who will be offered a place.

Feeder schools

Applications are accepted from any area on the island subject to the LA travel arrangements.

Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
 - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
 - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until 31 December following the main academy intake in September each year. Each added child will require the list to be ranked again in line with the academy’s oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the

admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the academy principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

5. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact School Admissions, County Hall, Newport, Isle of Wight PO30 1UD

Number of spaces (PAN)

The academy has an agreed admission number of 270 per year.

Application process

Applications for the following academic year can be made from the preceding September.

To apply you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 31 October. Once completed the CAF must be received by School Admissions, County Hall, Newport, Isle of Wight PO30 1UD by midnight on 31st October 2016.

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

Selection criteria

If the number of applications is less than the number of spaces then all children will be offered places.

Cowes Enterprise College takes children of mixed aptitude and ability.

Oversubscription criteria

If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy.

If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
2. Pupils with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes Cowes Enterprise College the most appropriate.
3. Pupils for whom the school is the nearest school to their home address who, at the time of application, have an elder sibling:
 - who is already at the College; and
 - who will still be in attendance at the College in the September of the admission year.
4. Other pupils for whom the school is the nearest school to their home address.

5. Pupils for whom the school is not the nearest school to their home address who, at the time of application, have an elder sibling:
 - who is already at the College; and
 - who will still be in attendance at the College in the September of the admission year
6. Pupils for whom the school is not the nearest school to their home address.

For categories 3, 4, 5 and six above, proximity to the College will be used in the case of a tiebreak. For example: If we can offer places in the first four criteria, but there are not enough for all those children in criterion five, distance for the allocation of College places will be measured in a straight line by the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the College building) with those living closer to the College receiving the higher priority. If distances are equal, (for example with a block of flats), lots will be drawn by an independent person to determine the allocation. If only one place at a College is available within the admissions number and there are twins or other multiple birth siblings in the family who have the next highest priority within the oversubscription criteria, we will offer places to both or all.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from School Admissions County Hall Newport Isle of Wight PO30 1UD.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

6. Sixth form admissions

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact the Principal.

Number of spaces

The academy has agreed a published admission number of up to 100 external applicants per year.

Application process

Applications for the following academic year begin in November. The closing date for applications will normally be the Monday after the Spring bank holiday prior to the start of the academic year. We do, however, encourage early application to ensure the best opportunity to gain places on popular courses.

To apply you need to complete the academy application form and submit this directly to the academy by the deadline. The application form is available on the academy web site.

Late applications will be considered where there are surplus places in the academy sixth form or on the relevant course(s) applied for.

Selection criteria

All internal candidates seeking transfer to our sixth form, and all external candidates seeking admission to the our sixth form, will need to have the same minimum academic qualifications for entry which are:

- Minimum of 4 GCSE grades of C or above in subjects relevant to proposed A-level subjects.
- Normally passes at grade C or above in English, mathematics and science. It will be possible to re-sit GCSEs in English, mathematics and science, but not normally more than one.

Oversubscription criteria

If the academy receives more applications than there are available places then places will be offered to students who meet the oversubscription criteria set out below:

1. Looked after young people and those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).
2. Students with a specific medical condition, confirmed by a consultant paediatrician or similar health professional, which makes Cowes Enterprise College the most appropriate.
3. Students for whom the school is the nearest school to their home address who, at the time of application, have a sibling:
 - who is already at the College; and
 - who will still be in attendance at the College in the September of the admission year.
4. Other students for whom the school is the nearest school to their home address.
5. Students for whom the school is not the nearest school to their home address who, at the time of application, have a sibling:

- who is already at the College; and
 - who will still be in attendance at the College in the September of the admission year
6. Students for whom the school is not the nearest school to their home address.

For categories 3, 4, 5 and six above, proximity to the College will be used in the case of a tiebreak. For example: If we can offer places in the first four criteria, but there are not enough for all those children in criterion five, distance for the allocation of College places will be measured in a straight line by the local authority's Geographical Information System (GIS) from the centre of the building of the home address to the centre of the College building) with those living closer to the College receiving the higher priority. If distances are equal, (for example with a block of flats), lots will be drawn by an independent person to determine the allocation. If only one place at a College is available within the admissions number and there are twins or other multiple birth siblings in the family who have the next highest priority within the oversubscription criteria, we will offer places to both or all.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

In-year admissions forms can be obtained from the academy web site.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.