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**Admission  
Arrangements  
for  
Outwood Academy  
Shafton  
2017-2018**

September 2015

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## Introduction

The Governing Body is the admissions authority for Outwood Grange Academy Shafton and these admission arrangements only apply to this Academy.

Admission is into the Relevant Year Group which is Year 7 in secondary schools.

Schools/academies are required to admit children up to their admission number in the Relevant year group.

The Academy does not operate defined communities (catchment areas) or feeder primary schools for allocating places.

## A Admission of children outside their normal age group

- 1 Parents of gifted and talented children, 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.
- 2 A determination on the exceptional circumstances will be made by the Academy based on the information provided by the parent.
- 3 Where the decision is to refuse admission there is no right of appeal if the child is offered a place in another year group in the school.

## B Oversubscription criteria

- 1 Where the number of applications received for the Academy during the normal admissions round exceeds the admission number of the school, or an admission limit set higher than the admission number, then admission will be determined in accordance with the following priority of admission criteria:

Children who have a Statement of Special Educational Need or EHCP which names the Academy are required to be admitted.

First, Looked After Children and previously Looked After Children;

Second, to children with brothers and/or sisters attending the school on the proposed date of admission;

Third, to children living nearest the school; the distance to be measured by a straight line between the centre point of the child's ordinary place of residence and the main entrance to the school building.

- 2 The child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to

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school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week including weekends.

Where responsibility for a child is shared evenly, the person receiving Child Benefit is deemed to be the person responsible for completing application forms, and whose address will be used for admissions purposes.

- 3 For the sibling criterion to be applicable one of the following conditions must exist:
  - a) brother and/or sister to be permanently resident at the same address;
  - b) stepbrother and/or stepsister to be permanently resident at the same address (to include half brothers/sisters).
- 4 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 care functions at the time of making an application to the school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

## **C Expressing a preference for admission to the Relevant Year Group**

- 1 This procedure applies to admission to Year 7 in a secondary school.
- 2 For admission to Year 7 parents will be invited to express three preferences for those schools at which they wish their child to receive education.
- 3 Preferences will be made via the online admissions system or on the common application form.
- 4 Applications must be submitted by the closing dates of 31<sup>st</sup> October 2016 and the single offer of a school place will be communicated to parents by the Local Authority on 1 March 2017.

## **D Late applications**

- 1 Late applications for secondary school received by the Authority up to 30 November 2016 will be included in the offer of places made on the offer day.

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## **E Waiting lists**

- 1 A waiting list will be established for the Academy where the number of applications for those schools has exceeded the places available in the relevant year group.
- 2 Names of children will automatically be placed on the waiting list for the academy where they have not been offered a place and the academy is ranked above the school which a place has been offered to the parent.
- 3 Parents will have the right to request their child's name placed on the waiting list for a school where they have not been offered a place which is ranked lower than that at which they have received a single offer of a school place.
- 4 The waiting list will be established on the offer day and be maintained up to the end of the Autumn Term in the admission year.
- 5 The waiting list is determined according to the Academy's priority of admission oversubscription criteria.
- 6 Following the offer day should an application be received for a school where the pupil has a higher priority, as determined by the admissions criteria for a place at the school, they will be placed on the waiting list above those with a lower priority.

## **F False information**

- 1 Where the Academy has made a single offer of a place at a school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the Governing Body will request that the Local Authority withdraw the offer of a place.
- 2 Where a child starts attending the school on the basis of fraudulent or intentionally misleading information the place may be withdrawn depending on the length of time that the child has been at the Academy. Where a place or an offer has been withdrawn the application will be re-considered and an independent appeal offered where the child is not re-admitted to the Academy.
- 3 Where it is established that the place was obtained on the basis of fraudulent or intentionally misleading application and the child continues to attend the Academy, the sibling criterion will cease to apply in the event of the parent making an application to the same school on behalf of a younger child in the family.

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## **G Appeals against the Academy's decision not to offer a place**

- 1 Any parent whose child is not offered a place at the Academy has the right to an independent appeal.
- 3 Parents who intend to make an appeal must submit a Notice of Appeal to the Authority within 20 school days of receiving the offer letter.
- 4 Normally appeal hearings will be held within 40 school days of the closing date for receiving the notice of appeal.
- 5 For twice excluded pupils see section I.

## **H Applications for admission schools outside of the normal admissions round**

- 1 Where applications are received for admission to the to Academy following the offer day they will be dealt with as follows:
  - a) admission where the year group is below the admission number (or higher admission limit where one has been set).

*The parent will be offered a place*
  - b) admission where the year group is above the admission number (or higher admission limit where one has been set).
    - (i) *where the Academy determines that there would not be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will be offered a place.*
    - (ii) *where the Academy determines that there would be prejudice to the provision of efficient education or the efficient use of resources by the admission the parent will not be offered a place.*
- 2 Where a parent is not offered a place at a school outside of the normal admission round they have the right to an independent appeal.

## **I Twice excluded pupils**

- 1 Where a child has been permanently excluded from two or more schools parents can express a preference for a school place, but the requirement to comply by the Authority does not apply.
- 2 Where the Authority does not comply with a parent's preference, the parent does not have the right of an independent appeal.

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- 3 Where a child has been permanently excluded from two or more schools this provision applies to them during the period of two years beginning with the date on which the latest of those exclusions took effect.

## **J Distance Criterion : Tie-Break**

- 1 Where the offer of the last remaining place in the relevant year group could be made to the parent of eligible multiple siblings, resident at the same address, it will be for the parent to determine for which sibling the single offer of the school place will be made.
- 2(a) Where the offer of the remaining place in the relevant year group could be made for a number of eligible children resident equi-distant from the school the determination of the single offer will be by Random Allocation.
- (b) The Random Allocation will:
- (i) be independently supervised
  - (ii) take place on a date and at a time notified in advance to the participating parents so that they can attend as witnesses.



**Outwood Grange Academy Shafton**

Outwood Grange Academy Shafton

Admission Number for 2017-2018                      300

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## ANNEX 2

### Time table for admission to secondary school

Closing date for receiving applications	31 October 2016
Offer day	1 March 2017
Appeals completed	End of Summer Term 2017

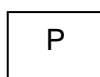
## Criteria for the offer of a single place at a primary, infant, junior or secondary school

- 1 A resident in Barnsley will only receive a single offer of a school place at any primary, infant, junior or secondary school if they have completed a common application form.
- 2 Parents are to express three preferences for the primary, infant or secondary school or one preference for the junior school they wish their child to attend and list them in rank order.
- 3 All three preferences will be treated equally by the Authority.
- 4 Where a preference meets the criteria for a school the child becomes eligible for a potential offer.
- 5 Where there is only one potential offer, that will be the single offer of a school place at a primary, infant, junior or secondary school made to the parent on the offer day.
- 6 Where there are two or three potential offers, the ranking of the expressed preferences on the common application form will be used to determine which of those potential offers becomes the single offer of a place.

1st	School A
2nd	School B
3rd	School C

Preferred Schools in rank order		Outcomes							
		1	2	3	4	5	6	7	*8
1st	School A	P ✓			P ✓	P ✓	P ✓		
2nd	School B	P	P ✓		P			P ✓	
3rd	School C	P	P	P ✓		P			

**Key**



Places available – child eligible for admission and therefore a potential offer



School oversubscribed – child not eligible for admission based on priority of admission criteria

✓ Highest ranked preference available for which the single offer of a school place will be made

\*See section F9