

THE OXFORD ACADEMY

Policy Title:	Admissions (draft for consultation)
Policy Reference:	
Function:	For Information and Guidance
Audience:	Prospective parents, Governors, Principal, Teachers, Support Staff, Local Authority
Ownership / Implementation	The Principal and the Governing Body have overall responsibility for ensuring that this policy is implemented. Named contact in school: Mike Reading Principal
Version:	Admission for 2013 (draft)
Approved by Governing Body:	
Next Date for Review:	Autumn 2012 for Admission in 2014

THE OXFORD ACADEMY

The Oxford Academy is a learning environment at the heart of its community. We promote care and respect, and expect high standards in all aspects of Academy life.

We aim to build a community clearly based on a Christian ethos, recognising the integrity and the unique value of each individual. We aim to build self-esteem, model conflict resolution and protect the vulnerable. We are committed to justice and compassion. Mutual respect and trust are central within the Academy.

Our vision for The Oxford Academy is based on the following beliefs:

- Education matters in society: the provision of a well ordered, stimulating learning environment is a common right for all our children.
- The Academy should articulate social and moral values and respect for others, irrespective of their class, sex, race or religion.
- The Academy will promote the highest achievement in youngsters, irrespective of their abilities or self-expectations. Competition and collaboration are both equally important to learning. The aspirations of all our students will be nurtured.
- The Academy will celebrate students' achievements and challenge fixed notions of ability. We will value and reward young people's verbal, practical, academic, sporting, artistic and leadership skills.
- An effective and flourishing Academy should be 'public' rather than 'private', explaining to parents what is being taught and how the curriculum is being interpreted. It should be open to praise and constructive feedback in a genuine spirit of partnership.
- An effective Academy should work closely with neighbouring schools to improve opportunities for children and young people.
- The work of the Academy will be underpinned at all times by its ultimate aim – to improve standards, achievement and the life chances of young people. The Oxford Academy is to be, first and foremost, a place of high quality learning and teaching for young people aged 11-19.

This policy, and its associated procedures and protocols, is based on these key principles.

Approved Admission Arrangements for The Oxford Academy

1. This document sets out the proposed admission arrangements for The Oxford Academy for 2013, hereinafter referred to as 'the Academy', which are based on the arrangements found in Annex 2 to the Funding Agreement between The Oxford Academy and the Secretary of State for Schools. It was a condition of this approval that the arrangements set out in Part I of 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 Academy to admit a named pupil to the Academy on application from a local authority (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 required by government legislation are:
 - a) The Academy has an agreed admission number of 210 pupils. The Academy will accordingly admit at least, and no more than 210 pupils in the relevant age group each year if sufficient applications are received;
 - b) The Academy may set a higher admission number than its agreed admissions number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will inform those listed at paragraph 16 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply.

Process of application for entry into Year 7

4. Applications for places at the Academy will be made in accordance with Oxfordshire LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAPF) provided and administered by Oxfordshire LA. The Academy will use the following timetable for applications in accordance with the common timetable agreed by the Oxfordshire Admissions Forum or LA.
 - a) By September of the preceding year the Academy will publish, in its prospectus, information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2012 for admission in September 2013). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September/October - The Academy will provide opportunities for parents to visit the Academy;
- c) **By 23.59 hrs on 31 October 2012 (Closing Date)** – CAPF (Secondary) to be completed and returned to the LA to administer;
- d) The LA will then send a list of applicants to the Academy;
- e) **In January 2013** the Academy sends list of pupils to be offered places to LA
- f) February - LA applies agreed scheme for its own schools, informing other LAs of offers to be made to pupils for whom they are responsible;
- g) 1st March 2013 offers made to parents by the Local Authority on behalf of the Governing Body.

Process of application for entry into other Year Groups than Year 7 or Sixth Form

- 4. The Academy will follow the LA's coordinated admission arrangements for all in year applications. This means that applications for places at the Academy will be made on the Common Application Form (CAPF) for secondary schools which is provided and administered by Oxfordshire LA.

Consideration of applications

- 5. The Academy will consider all applications for places. Where the number of applications for admission is greater than the Published Admissions Number for any relevant age group are, the Academy apply the oversubscription criteria set down in this policy to determine which children are offered places.

Procedures where the Academy is oversubscribed

- 6. Where the number of applications for admission is greater than the published admissions number for any relevant age group,, the Academy will consider applications against the criteria set out in the sub-paragraphs. The criteria should be read together with the notes that follow. After the admission of pupils with statements of Special Educational Needs where the Academy is named in the statement, the criteria will be applied in the order in which they are set out below:

1. a) Looked After Children (children in public care) and children who were looked after or ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

- b) **children with a disability** who need to be admitted to a school on the grounds of physical accessibility, where this is supported by appropriate professional evidence being submitted at the time of application. The decision in each case will be determined by the Governing Board's Admissions Committee. (The definition of disability is that contained within the Equality Act 2010 as amended);
- c) **Those children who have a sibling at the Academy at the time of application who is expected still to be there on entry** (See note 2 below).
- d) **Children of staff:** To qualify for this criterion the member of staff concerned must have been in post at the school for 2 years at the date of application. The only exception to this rule will be where the school can demonstrate a recruitment issue for that post.
- e) **Children who live in the designated areas of Windale Primary School or Pegasus Primary School.** (A copy of the map is available at the Oxfordshire Local Authority website)
- f) **All other children**

Tie Breaker: If there are more applicants than places in any of the above categories then priority will be given within that category to those children who live closest to the Academy. In measuring distance Governors will use the nearest designated public route as defined on the Local Authority's Geographic Information System operated by the Directorate for Children, Young People and Families. This measurement will be from the front door of the residence to the main student door entrance of the Academy.

Notes:

Note 1: Looked after Children: These are sometimes referred to as children in public care being in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989. This has now been widened to include children who are adopted and who prior to adoption were designated as Looked After Children.

Note 2: Siblings: Children will be deemed to be siblings if they are half, full or adoptive brother or sister or if they are children of the same household with the same parents. They must be on the roll of The Academy at the time of application and expected to still be on roll at the point of entry

Note 3: Multiple Births: Where an application is being submitted for a child who has a sibling (or siblings) **in the same year group** it will be the policy of the Governing Body not to offer place to one child without the sibling (s) of the same age group. In these circumstances Governors may determine to exceed the number of places temporarily on the understanding that this will not create a new admission number and as soon as children leave they will revert to the published number.

Note 4: Residence in flats: Where applicants live in the same block of flats internal walkways will be treated as public rights of way when calculating distance travelled and will be measured to the front door of each individual dwelling.

Note 5: Split residence: In determining the home residence, where children live part of the week with one parent and part with another, Governors will need to make a judgment about where the majority of the time is spent. In making this judgment they will have specific regard to where children live during the week rather than at weekends, any legal agreement concerning care and residence and which parent is in receipt of the child benefit.

Admissions to Year 7 in September 2011

In determining applications for admission in September 2011 it was possible to accommodate all requests for admission. This may not be possible in the future as the school continues to grow and the number of applications increases.

Other information

Operation of continued interest lists (sometimes referred to as waiting lists)

7. Within the coordinated admission arrangements of the Local Authority, where the Academy receives more applications for admissions than the Published Admission Number, a continuing interests (waiting) list will operate. This will be maintained by the Local Authority and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application. At the point where the Local Authority ceases to maintain its own list the Academy will adopt a list of its own.
8. Children's position on the continued interest (waiting) list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 above. Where places become vacant they will be allocated to children on the continuing interest list in accordance with the oversubscription criteria.

Arrangements for appeals panels

9. 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, which will be convened by Oxford Diocese, will be independent of the Academy. The Panel will not consider more than one application each year unless there is a material change of circumstances.

The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Education (DFE) which means that parents will have 20 school days from national offer day in which to submit an appeal. Appeal hearings will be held within 40 school days of the deadline for the lodging of appeals. The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and will provide parents

with a named contact who can answer any enquiries they may have about the process.

Arrangements for admission to post 16 provision

10. The Academy will make separate arrangements for entry to courses in the sixth form, based on GCSE grades or other measures of prior attainment which are relevant to the course being applied for. These will be published annually. Applicants from outside the Academy will be accepted if a place is available and the applicant meets the same criteria as those applying internally. The Academy will be able to take 75 external pupils in Year 12.
11. If there are more external applicants who meet the criteria than there are places available, places will be allocated first to those on the Oxford United Football Academy course with which the Academy is linked. The remainder will be allocated on the basis of the application of the oversubscription criteria set out in paragraph 6.
12. There will be a right of appeal to an Independent Appeals Panel convened by Oxford Diocese for unsuccessful applicants. Parents and sixth form applicants will each be able to exercise a right of appeal although where a parent and child appeal they will usually be heard at a single hearing.

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

13. The Academy 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. Parents/carers whose application is turned down are entitled to appeal.
14. The Academy will participate in Oxfordshire LA's 'In Year Fair Access Protocol' arrangements.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

15. The Academy will consult by 1 March each year on its proposed admission arrangements:
 - a) Oxfordshire LA;
 - b) The admission forum for Oxfordshire LA;

- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Oxfordshire 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 set by Oxfordshire LA;
- e) Affected admission authorities in neighbouring LAs.
- f) The Dioceses serving Oxford LA

Publication of admission arrangements

16. The Academy will determine its admissions arrangements each year by 15 April and will publish these arrangements once they have been determined, by sending copies to:
- a) All Primary and Secondary schools in Oxfordshire LA;
 - b) The offices of Oxfordshire LA;

And by copies being made available without charge on request from the Academy..

17. 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.

Monitoring, Evaluation and Review

The Governing Body will review this policy every year and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.