

Policy Title:	Admissions
Policy Reference:	
Function:	For Information and Guidance
Status:	Submission to LA for consultation
Audience:	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.
Version:	Admission for 2010
Issued for:	Consultation
Date for Review:	2010

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 admission arrangements for The Oxford Academy, hereinafter referred to as 'the Academy', in accordance with Annex 2 to the Funding Agreement between The Oxford Academy and the Secretary of State for Schools. Any changes to 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 2010/2011 and, subject to any changes approved or required by the Secretary of State, for subsequent years 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 consult those listed at paragraph 16 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply. Such circumstances shall be reported to the Secretary of State.
- 3A. The admission arrangements for the Academy from the Academic Year beginning in September 2008 are those agreed and published by Oxfordshire LA, as pertaining to Peers School, the predecessor school. The Academy has a Published Admission Number of 210 for students entering the Academy in Year 7.

Process of application

4. Applications for places at the Academy will be made in accordance with Oxfordshire LAs co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by Oxfordshire LA. The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year), which, whenever possible, will fit in 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 2009 for admission in September 2010). 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) October/November - CAF to be completed and returned to the LA to administer;
- d) LA sends list of applicants to the Academy;
- e) 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 offers made to parents.

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 will offer places to all those who have applied.

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 below. 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:
 - a) children in public care (looked After Children whom the Corporate Parent agrees should attend the Academy);.
 - b) disabled children who need to be admitted to a school on the grounds of physical accessibility, as determined by the Local Authority. The definition of disability is that contained within the Disability Discrimination Act as amended;
 - c) Children who live in the Academy's designated area. If there are more applicants than places in this category priority will be given to the following children in descending order of priority:

1. Those who live in the designated areas of Windale Primary School or Pegasus Primary School. However if there are more applicants than places priority will be given, within this group, to those children who live closest to the Academy using the nearest designated public route as defined on the Local Authority's Geographic Information System, maintained by the Directorate for Children, Young People and Families.
 2. Those children who will have a sibling at the Academy at the time of entry (See note 2 below). However, if there are more applicants than places priority will be given, within this group, to those children who live closest to the Academy using 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
 3. Those children who live closest to the Academy by 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
- d) Children living outside the designated area who will have a sibling at the Academy at the time of entry (See note 2 below). If there are more applicants than places priority will be given, within this group, to those children who live closest to the Academy by 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;
- e) Those children who live closest to the Academy by 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.

Notes:

Note 1: Children in Public Care (Looked after Children), also called 'Children Looked After', are children who are in the care of a local authority or provided with accommodation by that authority under section 22 of the Children Act 1989.

Note 2: Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household.

Pupils will not be considered as a sibling where the older child is attending the Academy as a Year 12 or Year 13 student in the year of entry.

Operation of waiting lists

7. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission

scheme, the Academy will operate a waiting list. Where, in any year, the Academy receives more applications for admissions than the Published Admission Number, a waiting list will operate until 30 September of that year. This will be maintained by the Academy 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.

8. Children's position on the 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 waiting 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 will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Children Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals 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 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 up to 125 pupils in Year 12, of which 50 may be from the Sporting Centres of Excellence at the Academy.
11. If more external applicants who meet the criteria apply than there are places available, places will be allocated on the basis of the application of the oversubscription set out in paragraph 6.
12. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

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

13. Subject to paragraph 19 below, and to any provisions in the LAs co-ordinated admission 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 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 LAs 'In Year Fair Access Protocol' arrangements..

Arrangements for admission of pupils as the Academy builds to its full capacity

15. For the Academic year beginning in September 2009, the Academy will have a Published Admission Numbers relating to pupils in Years 7, 8 and 12. Pupils in other Years will have been transferred automatically from the predecessor school, Peers School, which closed on 31 August 2008
16. During the period from 1 September 2008 to the admission of Year 7 in September 2012 to the Academy, there will not be a Published Admission Number against which to consider applications for admission to all 11 to 16 Year groups. Initially in September 2008 there were four such Year groups reducing by one in each subsequent academic year.
17. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.
18. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

19. 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.

Publication of admission arrangements

20. 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;
- c) Public libraries in the area of Oxfordshire LA for the purposes of being made available for reference at such libraries,

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

21. 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.