

## Great Academy Ashton admission arrangements 2019/2020

### **THE ADMISSION OF STUDENTS TO GREAT ACADEMY ASHTON**

1. This document sets out the admission arrangements for the Great Academy Ashton. These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between Great Academy Ashton and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Tameside Metropolitan Borough Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Tameside Metropolitan Borough Council.
3. Notwithstanding these arrangements, the Secretary of State may direct Great Academy Ashton to admit a named student to Great Academy Ashton on application from an LA. Before doing so the Secretary of State will consult the Academy.

### **I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4. The admission arrangements for Great Academy Ashton, subject to any changes approved by the Secretary of State, are:
  - a) Great Academy Ashton has an agreed admission number of 270 students. Great Academy Ashton will accordingly admit at least 270 students in the relevant age group each year if sufficient applications are received;
  - b) Great Academy Ashton may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Great Academy Ashton will consult those listed at paragraphs 18-19 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall

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be reported to the Secretary of State.

**Process of application**

5. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Tameside Metropolitan Borough Council. Great Academy Ashton 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 Tameside Metropolitan Borough Council Admissions Forum:
  - a) September - Great Academy Ashton will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. Great Academy Ashton will also provide information to the LA for inclusion in the composite prospectus, as required;
  - b) September/October - Great Academy Ashton will provide opportunities for parents to visit the Academy;
  - c) October - CAF to be completed and returned to the LA to administer;
  - d) November - LA sends applications to Academy;
  - e) December - Academy sends a ranked list to the LA;
  - f) February - LA notifies schools which students have been allocated;
  - g) March - offers made to parents.

**Consideration of applications**

6. The Academy Trust will consider all applications for places at Great Academy Ashton. Where fewer than the published admission number(s) (PAN) for the relevant year groups are received, the Academy Trust will offer places at Great Academy Ashton to all those who have applied.

**In Year Admissions**

In years subsequent to the setting of the PAN in which there has been a reduction in the number of pupils in the relevant year group, together with a corresponding decline in the academy's resources, the Academy Trust may set a maximum number of pupils for that relevant year group which reflects the academy's resources at that time (the academy's 'Operational Capacity'). Any in – year applications for admission to the academy in such subsequent years will be considered against any Operational Capacity, as may be set by the Academy Trust.

**Procedures where Great Academy Ashton is oversubscribed**

7. Where the number of applications for admission is greater than the published

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admissions number, applications will be considered against the criteria set out below. Children with statements of special educational needs where the Academy is named in the statement will be allocated places before the following criteria are applied.

- a) Looked after Children or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. <sup>1</sup>
- b) Children and families with exceptional medical or social needs.<sup>2</sup>
- c) Sibling - this will apply where there are brothers or sisters attending the school at the time of admission.<sup>3</sup>
- d) Children attending named partner\* primary schools (please see list below) and students educated at home at the time of application, as identified by Tameside MBC.

Distance will be used as a tie-breaker where oversubscription occurs within any of criteria (a) to (d). Preference will be given to students living nearest to the school.<sup>4</sup>

- e) All other applications on distance. In the event of distances being the same for 2 or more applications where this distance would be the last place/s to be allocated, a random lottery will be implemented between the applications where the distance is the same. The random lottery will be carried out in a public place and supervised by someone independent of the Academy. All the names will be entered into a hat and the required number of names will be drawn out.

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**1** Looked after children or children who have previously been looked after but immediately after being looked after become the subject of an adoption, residence or special guardianship order. (See section 1.7 of the Code)

**2** Written evidence must be provided from a doctor or other agency that he/she has exceptional needs which means that admission to a particular school is essential, for example, reference will normally be made to the Community Health Physician, Social Services, or the Educational Psychologist, as appropriate. A panel of governors from the Academy will make a decision as to whether to admit a child under this criteria using the evidence provided. All information provided will be treated in the strictest confidence.

**3** Sibling includes; natural sisters/brothers; half-sisters/ brothers; step sisters/brothers; adopted sisters/brothers; sisters/ brothers of fostered children, and in each case living at the same address. This allows for the admittance of children whose siblings will still be attending the preferred school.

Where the last place to be allocated would mean that a sibling group i.e. twins, triplets or other multiple birth sibling groups would be split, the sibling group will be given priority over other children.

**4** Preference will be given to students living nearest to the school. The address from which distances are measured will be the permanent principal residential address, at the time of application, of the parent (as defined in the introduction to the TMBC Moving On booklet, "We're Here to Help"). The Academy will not take into account an intention to move to another address without a solicitor's letter confirming an exchange of contract for purchase of a property, or a long-term agreement for renting a residential property.

When a child lives with parents who share responsibility, each for part of a week, the home address, for the purpose of distance measurements and travel considerations, will be that from which the child travels to school for the majority of school days during a normal school week.

Distance will be measured as a straight line from the child's home address, using the address point assigned by the National Land and Property Gazetteer, to the main gate to the school property. Measurements will be made using the local authority's school admissions data mapping software, which uses a Geographical Information System based on Ordnance Survey.

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**Partner\* Primary Schools**

Arlies  
Ashton West End  
Broadoak  
Canon Burrows C of E  
Canon Johnson C of E  
Holden Clough  
Holy Trinity C of E  
Hurst Knoll

Inspire Academy  
Parochial C of E  
Rosehill Methodist  
Silver Springs Academy  
St James' C of E Ashton  
St Peter's C of E  
The Heys  
Waterloo \*Also called "feeder" schools

**Operation of waiting lists**

8. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. If the Academy is oversubscribed the governors will maintain a waiting list. The waiting list will operate until the end of the relevant school year. Parents who have expressed the Academy as a preference and have not been offered a place at the Academy or a higher preference school will automatically be placed on the waiting list. Other parents who have submitted an appeal or who have opted to go on the list will also be placed on the list. All students on the waiting list will be ranked according to the oversubscription criteria. Places will be offered, should any become available, to the highest ranked application received by the date the place becomes available. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the list for some time. A significant change of circumstances, such as a change of address, will be taken into account: evidence must be provided. Children who have been referred under the local authority's Fair Access protocol or who are the subject of a direction by the local authority to admit must be given precedence over any other children on the waiting list. The waiting list will be maintained by Great Academy Ashton 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.
9. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7a - e of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

**Arrangements for appeals panels**

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Great Academy Ashton. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with legislation and the Code of Practice on School Admission Appeals as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel will be made in accordance with legislation and 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 provide parents with a named contact who can answer any enquiries parents may have about the process.

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**ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

**Consultation**

11. Great Academy Ashton shall consult each year on its proposed admission arrangements.
12. Great Academy Ashton will consult:
  - a) Tameside Metropolitan Borough Council;
  - b) The admission forum for the area;
  - c) Neighbouring LAs;
  - d) Any other admission authorities for maintained primary and secondary schools in the 'relevant area' for consultation set by the LA for each own admission authority school in its area in addition to any CTCs or academies within the relevant area;
  - e) Admission authorities in neighbouring LA areas.

**Determination and publication of admission arrangements**

41. Following consultation, Great Academy Ashton will consider comments made by those consulted. After admission year 2008/9, Great Academy Ashton will then determine its admission arrangements by 28<sup>th</sup> February of the relevant year and notify those consulted what has been determined within 14 days.

**Publication of admission arrangements**

42. Great Academy Ashton will publish its admission arrangements each year once these have been determined, by:
  - a) copies being sent to primary and secondary schools in the Tameside Metropolitan Borough Council area;
  - b) copies being sent to the offices of Tameside Metropolitan Borough Council;
  - c) copies being made available without charge on request from the Academy;
  - d) copies being sent to public libraries in the area of Tameside for the purposes of being made available at such libraries for reference by parents and other persons.
43. 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 and admission number;
  - c. numbers of places and applications for those places in the previous year; and
  - d. arrangements for hearing appeals.

**Representations about admission arrangements**

44. Where any of those bodies that were consulted, or that should have been consulted, make representations to Great Academy Ashton about its admission arrangements, Great Academy Ashton will consider such representations

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before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Great Academy Ashton. Where he judges it appropriate, the Secretary of State may direct Great Academy Ashton to amend its admission arrangements.

45. Those consulted have the right to ask Great Academy Ashton to increase its proposed Published Admissions 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 Great Academy Ashton to increase its proposed Published Admissions Number. The Secretary of State will consult Great Academy Ashton and will then determine the Published Admission Number.
46. In addition to the provisions at paragraphs 39 to 45 above, the Secretary of State may direct changes to Great Academy Ashton's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

**Proposed changes to admission arrangements by Great Academy Ashton after arrangements have been published**

47. Once the admission arrangements have been determined for a particular year and published, Great Academy Ashton will propose changes only if there is a major change of circumstances. In such cases, Great Academy Ashton must notify those consulted under paragraph 39 – 40 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.

**Need to secure Secretary of State's approval for changes to admission arrangements**

48. The Secretary of State will consider applications from Great Academy Ashton to change its admission arrangements only when Great Academy Ashton has notified and consulted the proposed changes as outlined at 42 - 43 above.
49. Where Great Academy Ashton has consulted on proposed changes Great Academy Ashton must secure the agreement of the Secretary of State before any such changes can be implemented. Great Academy Ashton 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.
50. The Secretary of State can approve, modify or reject proposals from Great Academy Ashton to change its admission arrangements.
51. Records of applications and admissions shall be kept by Great Academy Ashton for a minimum period of ten years and shall be open for inspection by the Secretary of State.

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