



New Charter Academy admission arrangements 2018/19

**THE ADMISSION OF STUDENTS TO NEW CHARTER ACADEMY**

1. This document sets out the admission arrangements for the New Charter Academy. These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between New Charter Academy 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 New Charter Academy to admit a named student to New Charter Academy 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 New Charter Academy, subject to any changes approved by the Secretary of State, are:
  - a) New Charter Academy has an agreed admission number of 270 students. New Charter Academy will accordingly admit at least 270 students in the relevant age group each year if sufficient applications are received;
  - b) New Charter Academy 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, New Charter Academy 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 be reported to the Secretary of State.

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**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. New Charter 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 Tameside Metropolitan Borough Council Admissions Forum:
  - a) September - New Charter Academy 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. New Charter Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
  - b) September/October - New Charter Academy 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 New Charter Academy. Where fewer than the published admission number(s) (PAN) for the relevant year groups are received, the Academy Trust will offer places at New Charter Academy 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.

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**Procedures where New Charter Academy is oversubscribed**

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

**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

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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.

**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
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**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 New Charter Academy 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 New Charter Academy. 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

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process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

**Arrangements for admission to post 16 provision**

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11. The New Charter Academy admissions policy applies to all 16 – 19 year old students seeking admission to the full time AS and A2 courses.
12. The full capacity for The Academy will be 150 students in each year group. This will be broken down to 130 transferring students and 20 external applications
13. Admission will consist of former students from Year 11 of the New Charter Academy and students from outside of the New Charter Academy.
14. If fewer than 130 of the New Charter Academy’s own year 11 student’s transfer into year 12, additional external students will be admitted until each year group reaches the full capacity.
15. The Academy will determine, from time to time, the total number of students who can be admitted in each year group in light of accommodation and other resources available.

**Process of application**

16. Transferring students will indicate their desire to enter the Sixth Form in Year 11 by completing an internal application form indicating estimated grades and intended study options. External students will be expected to complete a formal application form.
17. All students who receive a conditional offer of a place at the Academy must achieve the necessary minimum requirements published for each individual subject as well as a minimum of 5 or more A\* - C grades at GCSE Level, or equivalent, two of which must be English Language and Mathematics.
18. Each subject of study may carry its own minimum requirement and specific criteria may, from time to time, be published relating to minimum entrance requirements for some of the courses on offer.
19. Conditional offers will be made for a place at the Academy. Once an offer had been made the Academy will aim to allow students to follow their first choice combination of subjects requested. Where this is impossible, for reasons such as time table clashes or oversubscription of particular subjects, guidance will be offered regarding suitable alternatives.
20. Applications should be completed by the end of January preceding the September of Admission
21. Students holding conditional offers will have their place confirmed following receipt of GCSE results, provided that they meet both the general criteria and the grade requirements for specific subjects.

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**Consideration of applications**

- 22. The Academy will consider all applications received for places.
- 23. Children with statements of special educational needs where the Academy is named in the statement will be allocated places before the oversubscription procedure is applied.
- 24. All students wishing to enter the sixth form will be expected to have met the minimum academic entry requirements for entry. The entry requirements for transferring and external candidates will be the same.
- 25. Guidance will be given to students who wish to consider a change of subject following the publication of their GCSE results
- 26. Students and their parents will be notified in writing as to the decisions made in respect of their application to the Sixth Form.
- 27. Where an offer of a place has been made on the basis of fraudulent or intentionally misleading information then the Academy reserves its right to withdraw its offer of a place

**Oversubscription procedure**

- 28. Where the number of applications for admission from former students and external applicants exceeds the published admissions number for any relevant year group, then admissions will be determined in accordance with the criteria set below:
  - 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) Students who have a sibling resident at the same address who currently attends the New Charter Academy and will continue to do so on the date of admission<sup>3</sup>.

<sup>1</sup> This has to be at the date of the application and in relation to a student who the local authority has confirmed will continue to be looked after at the time they are admitted. A child in public care is defined as a child who is looked after by the local authority within the meaning of Section 22 of the Children Act 1989

<sup>2</sup> 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.

<sup>3</sup> Sibling includes; natural, half, step, adopted sisters or brothers and sisters or brothers of fostered children and in all cases living at the same address. Proof of relationship may also be required. 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 would be given priority over other children

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- d) Children attending LA maintained high schools in Tameside and students educated at home at the time of the application, as identified by TMBC
- e) All other applications on distance<sup>4</sup>
- f) In the event of a tie in relation to any of the criteria, distance shall be used as the tie-breaker. Where distance itself is tied, the place will be allocated by simple lottery.

**Operation of waiting lists**

- 29. Where in any year, the Academy receives more applications for places than there are places available, a waiting list will operate for one school term after the published admission date.
- 30. This will be maintained by the Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list. A student may independently ask to be placed on the waiting list. This will be subject to the Academy being oversubscribed and the oversubscription criteria being met. In the event that a student does not achieve the minimum entry requirements for the course chosen, he or she may be removed from the waiting list at the discretion of the New Charter Academy.

**Appeals**

- 31. Any student refused a place to study at the New Charter Academy Sixth Form has the right of appeal the decision.
- 32. All appeals will be heard within 40 days of the appeal being lodged

**Late applications**

- 33. Applications received after the published closing date will be considered up to the end of the second full week of term one.
- 34. Places will not be allocated to students who submit their application forms after the closing date until all applications made prior to the closing date have been considered, this will only be subject to the maximum capacity of the particular year group not being met.

**Arrangements for admitting students to other year groups, including to replace any students who have left New Charter Academy**

<sup>4</sup> The address from which distances are measured will be the residential address, at the time of place allocation, 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 solicitors letter confirming an exchange of contracts for the purchase of a property, or long-term agreement for renting a residential property. When a child lives with parents who share responsibility, each for part of a week, at a home address, for the purpose of distance measurement 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 in a straight line from the home address to the school’s main gate. Measurements will be made using the local authority’s school admissions data mapping software, which employs a Geographical Information System based on Ordnance Survey

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35. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

**ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

**Consultation**

36. New Charter Academy shall consult each year on its proposed admission arrangements.
37. New Charter Academy 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, New Charter Academy will consider comments made by those consulted. After admission year 2008/9, New Charter Academy 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. New Charter Academy 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;

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- 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 New Charter Academy about its admission arrangements, New Charter Academy will consider such representations 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 New Charter Academy. Where he judges it appropriate, the Secretary of State may direct New Charter Academy to amend its admission arrangements.
- 45. Those consulted have the right to ask New Charter Academy 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 New Charter Academy to increase its proposed Published Admissions Number. The Secretary of State will consult New Charter Academy 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 New Charter Academy’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 New Charter Academy after arrangements have been published**

- 47. Once the admission arrangements have been determined for a particular year and published, New Charter Academy will propose changes only if there is a major change of circumstances. In such cases, New Charter Academy 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 New Charter Academy to change its admission arrangements only when New Charter Academy has notified and consulted the proposed changes as outlined at 42 - 43 above.
- 49. Where New Charter Academy has consulted on proposed changes New

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Charter Academy must secure the agreement of the Secretary of State before any such changes can be implemented. New Charter Academy 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 New Charter Academy to change its admission arrangements.
51. Records of applications and admissions shall be kept by New Charter Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

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