



All Saints Academy Dunstable
Houghton Road, Dunstable, Beds LU5 5AB
Tel: 01582 619700
Email: office@allsaintsacademydunstable.org

Principal: Elizabeth Furber

PROPOSED ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2019

All Saints Academy Dunstable has adopted the Local Authority Co-ordinated Admissions Process and will consider all applications for places at the Academy.

The Academy will admit 150 students (the Published Admission Number) into Year 7. Please see separate details below regarding admission to Sixth Form.

Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. The Academy co-operates with the LA's Fair Access Protocol for students who are hard to place and will admit such students even if the appropriate year group is full. After the admission of students with Statements of Special Educational Needs, where All Saints Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption order, child arrangement order or special guardianship order (see definitions)
- b) Students living in the catchment area with siblings at the school
- c) Other students living in the catchment area
- d) Children of staff (see definitions)
- e) 'Very exceptional' medical grounds
- f) Other siblings
- g) Any other children

Notes

If applying these criteria results in there being more children with an equal right to admission to the Academy than the number of available places, the tie break will be the distance the student lives from the Academy, measured in a straight line, using the Local Authority's computerised measuring system, with those living closer to the Academy receiving higher priority. The distance will be measured from the address point of the student's home to the main entrance of the Academy. Priority will not be given within each criterion to children who meet other criteria.

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

A place will normally be offered at the catchment area school if parents apply for a place at that school during the normal admissions round. However, a place at the catchment area school cannot be guaranteed. If a student moves into the catchment area outside the

normal admissions round (or after the allocation process has begun) there will be no guarantee of a place at the Academy if this would mean exceeding the Published Admission Number.

Definitions:

Looked after children

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002.

A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under Section 14 of the Child and Families Act 2014. *Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the Academy at the time of application and be likely to remain in the Academy at the proposed date of admission.

Children of staff

The Academy will admit a child of a member of staff provided that:

- a) the member of staff (defined below) has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the:

- full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable
- full-time support staff (on a 38 week and above contract) or of the part-time associate staff who work 50% and above as determined by their role whose role and activities can be demonstrated to provide a significant measurable impact on student achievement at the Academy.

A panel from the Governors Admission Committee will determine whether the member of staff meets the requirements for this rule. This definition does not include contract staff or peripatetic staff employed by All Saints Academy Dunstable.

Very Exceptional Medical Grounds

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A student's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parent/carers at more than one address, the addressed used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation, eg council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information.

Entry into Year 7 in September 2018

The parents of Year 6 students in Central Bedfordshire Schools who are eligible to transfer to Secondary School in September 2018 will receive information about applying for a school place. Parents **must** apply to the Local Authority in which they live. When completed, this form must be returned to the home Local Authority by the deadline on the form. Parents can also apply online using the application system for the Local Authority in which they live.

The allocation of places will take place after this deadline and parents will be notified on the national offer day in early March 2018, by their home Local Authority, of whether their applications have been successful. Parents who make applications after the official deadline, even if they live in, or move into the Academy catchment area, will not be entitled to automatic places if this would mean exceeding the Published Admission Number of 150.

In-Year Admissions

Requests for admission into other year groups should be made on the In-Year Application Form and in accordance with the Local Authority's co-ordinated scheme for In-Year admissions. The form is available from the Local Authority and can also be downloaded from the Local Authority website (Central Bedfordshire residents only). Parents not living in Central Bedfordshire should contact the Local Authority in which they live for an application form.

Admission of children outside their normal age group

Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.

Parents/carers need to make their request in writing to the Academy Trust via the Principal who will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the Academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application to the Academy Trust using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

Parents do not have the right of appeal against a decision to refuse a request for education outside the normal age group.



ADMISSION ARRANGEMENTS FOR SIXTH FORM FOR SEPTEMBER 2019

The All Saints Academy has the capacity for 200 students in the Sixth Form, with 100 places in Year 12. It will not admit external applicants unless it is undersubscribed by students progressing from its own Year 11 and, in such circumstances, it will apply the same academic entry requirements as it does to students already on roll in the Academy.

These academic entry requirements will be published in the Academy's Sixth Form Prospectus.

The minimum number of external admissions for students to join Sixth Form will be 1.

When there are more external applicants that satisfy any academic entry requirements than the number of post-16 places available, and after the admission of students with Statements of Special Educational Needs where the All Saints Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) All 'looked after' children or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, child arrangement order or special guardianship order (see definitions)
- b) Students living in the catchment area with siblings at the school
- c) Other students living in the catchment area
- d) Children of staff (see definitions)
- e) 'Very exceptional' medical grounds
- f) Other siblings
- g) Any other children

In the event of (a) two or more children living at the same address point (e.g. children resident in a block of flats) or (b) two addresses measuring the same distance from the school, the ultimate tie-breaker will be random selection, using the School Admissions Team database to allocate the place.

Details of the application process for All Saints Academy Sixth Form are available within the Sixth Form Prospectus or on the Academy website. Applications will only be considered if the admission number has not been exceeded and will be considered on a first come first served basis.

Definitions:

Looked after children

The Children's Act 1989 defines a child who is 'looked after' as a child or young person who is accommodated by the local authority (Section 20) or a child or young person who is the subject of a full care order (Section 31) or interim care order (Section 38).

An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002.

A 'child arrangement order' is an order setting out the arrangements to be made as to the person with whom the child is to live under Section 14 of the Child and Families Act 2014.

Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living at the same address. The sibling must be in the Academy at the time of application and be likely to remain in the Academy at the proposed date of admission.

Children of staff

The Academy will admit a child of a member of staff provided that:

- a) the member of staff (defined below) has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a member of the:

- full-time teaching staff, or of the part-time teaching staff with a 50% and above timetable,
- full-time support staff (on a 38 week and above contract) or of the part-time associate staff who work 50% and above as determined by their role whose role and activities can be demonstrated to provide a significant measurable impact on student achievement at the Academy.

A panel from the Governors Admission Committee will determine whether the member of staff meets the requirements for this rule. This definition does not include contract staff or peripatetic staff employed by All Saints Academy Dunstable.

Very Exceptional Medical Grounds

'Very exceptional' medical grounds refers to cases where there are exceptional medical reasons which make it essential that a child should attend a particular school and where the preferred school is the only school locally that could meet the child's needs. A medical report from the child's doctor or consultant must be submitted with the application form, setting out valid medical reasons why it is essential for the child to be admitted to the school in question and the difficulties that would be caused if the child had to attend another school. The Governors reserve the right to seek further information in order to determine whether it is essential for a child to be admitted to the preferred school on medical grounds. Admission on medical grounds cannot be considered where the medical condition relates to that of a parent/carer, brother or sister or other relative/childminder.

Home Address

A student's home address will be regarded as the address of the parent/carer with parental responsibility with whom the child normally lives. This will not usually include grandparents, aunts or uncles. Where a child spends time with parent/carers at more than one address, the address used to allocate a school place will be the one at which the student is ordinarily resident and where the child spends the majority of the school week (Mondays to Fridays) including nights. If there is any query on the home address this will be checked against original official documentation eg council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information.

Admission of children outside their normal age group

Parents who want their child to transfer to the next phase of school out outside of their normal age group must make the request in sufficient time for it to be considered before the application deadline.

Parents/carers need to make their request in writing to the Academy Trust via the Principal who will then consider the request, making their decision on what they determine as in the best interests of the child. The request should include the parent's reasons for the request, information regarding the child's academic, social and emotional development, including any supporting evidence the parent deems relevant and whether the child has previously been educated outside their normal age group. Once determined the decision will be communicated by the Academy to the parent(s)/carer(s) in writing and will include the reasons for the decision.

Requests which have been granted must be followed up by a formal application to the Academy Trust using the appropriate paper application form within the admission timetable. The application will be considered within the normal allocation process under the relevant admission criterion.

Parents do not have the right of appeal against a decision to refuse a request for education outside the normal age group.