

**Matthew 17 v20**

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# ADMISSIONS POLICY

Author:  
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Principal/Chair of Governors  
May 2020  
Summer term 2023

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*Our Academy Vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.*

### **Introduction**

At All Saints Academy, our vision is “Living Well Together with Dignity, Faith and Hope and this translates into our everyday practice. The value of dignity is particularly relevant when we consider the needs of students with Special Educational Needs or Disabilities as we want to promote a community which is inclusive and accessible by all.

All Saints Academy Dunstable is committed to ensuring opportunities and access for all and values the abilities and achievements of all our students. We aim to identify, make provision and make reasonable adjustments where possible, for students with special educational needs and disabilities. We also aim to create and maintain awareness within the Academy of the needs of students with special educational needs and/or disabilities, so all members of the Academy share the responsibilities. We recognise the value of parents/carers in supporting their children and will look to engage them in planning to meet the needs of individuals.

The Academy will participate in the co-ordinated Admissions Arrangements operated by Central Bedfordshire Council.

### **Process**

1. This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this policy, the Academy Trust will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
  - (a) direct the Academy Trust to admit a named student to the All Saints Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
  - (b) direct the Academy Trust to admit a named student to the All Saints Academy if the Academy Trust has failed to act in accordance with this policy or has otherwise failed to comply with

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applicable admissions and equalities legislation or the provisions of the Codes.

(c) direct the Academy trust to amend its admissions arrangements where they fail to comply with the Schools Admissions Code or the Schools Admissions Appeals code

4A. All Saints Academy is a Church of England Academy in the Diocese of St Albans.

5. The Academy Trust shall ensure that parents and relevant children will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

6. The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

7. In paragraphs 5 and 6 above, relevant children means:

- a) in the case of appeals for entry to a Sixth Form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

## **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

8. The Academy Trust shall consult the following parties on the Academy’s proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the Determination Year<sup>1</sup> :

- a) The LA.
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph b) located within the relevant area for consultation.
- d) Affected admission authorities in neighbouring local authority areas.
- e) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;

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- f) Community groups which the Academy considers relevant;
- g) Teaching unions if the consultation includes an increase in admission number.
- h) The Anglican Diocese of St Albans

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

9. Consultation in line with paragraph 8 is not required in any year where the following conditions are met:

- a) the admission arrangements were consulted upon in the previous seven years; and
- b) there have been no significant changes, or proposed changes, since the last consultation.

10. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 8 must be followed for the next determination year.

**Academy Trust Determination of Admission Arrangements**

11. The Academy Trust will consider comments made by those consulted in accordance with paragraph 8, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.

12. The Academy Trust will determine the Academy’s admission arrangements annually by 28<sup>th</sup> February of the Determination Year and notify consultees listed in paragraph 8 what has been determined within 14 days of that decision being made.

**Representations about admission arrangements**

13. Where the Academy Trust has determined the Academy’s admission arrangements and notified all consultees listed in paragraph 8, if any of those persons or bodies object to the Academy’s admission arrangements, including the proposed admission number, they can make representations to the Office of the Schools Adjudicator (OSA). Any representations must be made by 15<sup>th</sup> May in the determination year.

*<sup>1</sup> determination year is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2009 and determination to be in April 2009 for admissions in September 2010*

14. The OSA will consider objections to the Academy’s admissions arrangements. The

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Academy Trust therefore makes it clear, when determining the Academy’s admissions arrangements, that objections should be submitted to the OSA.

15. A determination of an objection by the OSA will be binding upon the Academy and the Academy Trust will make appropriate changes within two months of the OSA’s decision.

**Publication of Admission Arrangements**

16. The Academy Trust shall each Determination Year publish the All Saints Academy’s agreed admission arrangements by:

- a) copies being sent to the persons consulted in paragraph 8;
- b) copies being sent to primary and secondary schools in the LA’s area;
- c) copies being sent to the offices of the LA;
- d) copies being made available without charge on request from the Academy;
- e) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
- f) a copy being uploaded to the Academy’s website

17. The published admission arrangements will set out:

- a) the name and address of the All Saints Academy and contact details;
- b) a summary of the admission policy, including full oversubscription criteria, fair access protocol and any arrangements for post-16 admission;
- c) a statement of any religious affiliation if relevant;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

**Proposed Changes to Admission Arrangements by the All Saints Academy After Arrangements Have Been Published**

18. Subject to paragraph 20, once the Academy’s admission arrangements have been determined for a particular year and published, the Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- a) the Academy Trust has consulted those who are required to be consulted under paragraph 8 above on the proposed variation;
- b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
  - i) the proposed change;
  - ii) reasons for wishing to make such a change;

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iii) any comments or objections to the proposal from those consulted; and

c) following such application, the Secretary of State has provided his consent to the proposed variation.

19. The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy’s admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

20. Any changes to the Academy’s admission arrangements brought about through the variation processes in paragraphs 18 or 19 above must be published within the Academy’s prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 8.

21. The Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.

22. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

**PROCEDURE FOR ADMITTING STUDENTS TO THE ACADEMY Admission Number(s)**

23. There is a single admission point to the Academy in Year 7 and the PAN is 150.

24. The All Saints Academy has 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. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria in paragraph

**Process of Application**

25. Arrangements for applications for places at the All Saints Academy will be made in accordance with the LA’s co-ordinated admission arrangements and will be made on the Standard Application Form provided and administered by the relevant local authority.

26. The Academy Trust will use the Central Bedfordshire LA’s timetable for applications to the All Saints Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Central Bedfordshire LA.

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- a) By September - The Academy Trust will publish in the All Saints Academy’s prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The Academy Trust will also provide information in relation to the All Saints Academy to the Central Bedfordshire LA for inclusion in the composite prospectus, as required;
- b) September/October - The Academy Trust will provide opportunities for parents to visit the Academy;
- c) October – Standard Application Form to be completed and returned to the student’s home (LA to administer)
- d) Central Bedfordshire LA will operate its Point of Admissions Service and manage all applications;
- e) February – Central Bedfordshire LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents.
- f) 1st March – Central Bedfordshire LA makes offers to parents.

27. The national closing date for applications is as follows:

- a) 31 October for Secondary applications; and
- b) 15 January for Primary applications

The Academy will ensure its application processes enable parents to apply before these deadlines.

### **Consideration of Applications**

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

### **Procedures where the All Saints Academy is oversubscribed**

29. 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 or Education Health and Care Plan 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 below)
- b) children living in the catchment area with siblings at the school

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- c) other children living in the catchment area
- d) children of staff (see definitions below)
- e) children for whom, in the opinion of professional experts, there are exceptionally strong medical reasons for admission associated with the child and/or family which are directly relevant to the All Saints Academy
- f) admission of children whose siblings currently attend the school and who will continue to do so on the date of admission. The term sibling is a brother or sister, or any other child who permanently resides at the same address and for whom the applicant has parental responsibility.
- g) admission of any other children on the basis of those that live nearest to the Academy. The measurement will be taken in a straight line using the LA computerised measuring system from the main entrance of the Academy to the main entrance to the child’s home.

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.

***Looked After Children Definitions:*** *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).*

***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.*

**Post 16 admission criteria**

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30. The Academy Trust will publish specific criteria in relation to minimum academic entrance requirements for admission to the post-16 provision. Both internal and external students wishing to enter the Sixth Form will be expected to have met the minimum academic entry requirements for the Sixth Form.

These academic entry requirements will be the subject of consultation with those listed in paragraph 8 and published in the Academy’s prospectus and in the LA composite admissions prospectus.

When the Sixth Form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

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 or Education, Health and Care plans 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 previously looked after children (see notes in paragraph 29)
- b) catchment siblings
- c) children living in the catchment area
- d) children of staff (see notes in paragraph 29)
- e) compelling medical reasons [see notes in paragraph 29]
- f) admission of students whose siblings currently attend [see notes in paragraph 29f]
- g) other students [see notes on paragraph 29]

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.

There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

**Operation of waiting lists**

31. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year the All Saints Academy receives more applications for places than there are places available, a waiting list will be maintained by the Academy Trust until the end of the academic year of admission applied for. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, up to the end of the academic year following an unsuccessful application.

32. Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 29, or for post-16 paragraph 30 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

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**Arrangements for Admitting Students to Other Year Groups and for all In-Year Admissions**

33. For all applications, other than those for the normal year of entry managed under the LA’s co-ordinated admissions scheme as outlined in paragraph 26, the Academy Trust will 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 in paragraph 29 or for post-16 places, paragraph 30 shall apply. Parents whose application is turned down shall be entitled to appeal.

34. Parents/carers wishing to apply for a place outside the normal admissions round should contact the Local Authority and will be supplied with the necessary documentation. Completed application forms must be returned to the Local Authority for consideration. Parents not living in Central Bedfordshire should contact the Local Authority in which they live for an application form.

**Arrangements for Admission of students as the All Saints Academy Builds to its Full Capacity**

35. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the All Saints Academy and the efficient use of resources.

36. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

**Admission of children outside their normal age group**

37. 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.

38. 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.

39. 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.

40. Parents do not have the right of appeal against a decision to refuse a request for education

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