Policy D7 Trust admissions

1. Purpose

1.1 The purpose of this document is to set out the Trust's policy and procedure for the admission of pupils/students to its academies. Admissions policy and procedure is governed by the Funding Agreement between the Trust and the Secretary of State and is in accordance with admissions law, and the Department for Education Codes of Practice (specifically, the School Admissions Code and the School Admissions Appeals Code).

1.2 This policy applies to all applications for in-year admission and to applications for admission from September 2019 made in accordance with the coordinated admissions rounds.

2. General principles

2.1 Each academy in the Trust is inclusive and welcomes all applications for admission.

2.2 Each academy has a Published Admissions Number (PAN), which relates only to the normal point of entry to the academy – i.e. Reception Year for primary/infant academies and Year 7 for secondary academies. In the case of primary/infant academies, the PAN complies with the statutory infant class size limit for Key Stage 1.

2.3 Admissions to year groups without a PAN will be based upon the prejudice to (a) the provision of education and (b) the efficient use of resources. An admissions number for Year 1-6 (for primary/infant academies) and Years 8-11 (for secondary academies) is identified in order to inform the decisions of each academy's Local Board Admissions Sub-Committee when it receives applications for in-year admission to join one of these groups.

2.4 Each academy participates in the relevant Local Authority's coordinated scheme for admission to the normal point of entry to the academy. Applications for places outside the normal admissions round are administered on behalf of the Trust by the relevant Local Authority.

2.5 Admission to any of the Trust's academies is not dependent on any ability test of voluntary financial contribution.

2.6 There are over-subscription criteria which are applied where the number of applications for admission is greater than the PAN or the admissions number for the year group.

2.7 Children with **Education Health Care Plans** naming an individual academy in the Trust must be admitted and will count towards that PAN if the information is available before the offer date.

2.8 As required by legislation, Children in Care or who were in public care and have since been adopted or fostered by relatives will be admitted as first priority (**Looked After Children and Previously Looked after Children**).

2.9 There is a defined priority admission area for each academy in the Trust (Annex 1), but there is no guarantee of a place for children living within this area. Each academy will admit from outside this area if there are spaces available. The admission area is sometimes known as the community area or the catchment area.

2.10 Please note that no priority is given to children attending a nursery attached to an academy in the Trust; therefore an application must be submitted for those children attending the nursery.

3.   Admissions arrangements

3.1   Normal admissions round

3.1.1   Most pupils/students join an academy in the Trust at the normal point of entry to the academy (i.e. Reception Year for primary/infant academies and Year 7 for secondary academies). Applications should be made in accordance with the relevant Local Authority's coordinated admissions arrangements and should, preferably, be made via the relevant website – please see **Annex 2** for contact details

3.1.2   Further information about the admissions process, a link to the application form and the deadline dates for each year of entry are available on each academy's website.

3.1.3   The coordinated admissions arrangements are non-preferential: applicants can make up to three choices based on their preferences, and they are placed on the list of all of the schools they name as a preference, but no reference is made to whether each school is their first, second or third choice.

3.1.4   Each application is validated, and oversubscription criteria are assigned, before ranking the applications as per the Academy's oversubscription criteria.

3.1.5   The rankings are considered and agreed by each academy's Local Board Admissions Sub-Committee prior to being returned to the Local Authority in accordance with the published deadlines. The relevant Admissions Team then sort the data for all schools and generate a list of children who have been allocated a place at each academy.

3.2   In year admissions

3.2.1   The administration of in year admissions is carried out on behalf of the Trust by the relevant Local Authority. Pupils/students and families wishing to apply for a place outside the normal admissions round should apply directly to the relevant Local Authority and further information about how to do this is available on each academy's website.

3.2.2   The relevant Local Authority Admissions Team then validates and (in instances where the number of applications for in year admission is greater than the number of places) assigns the oversubscription criteria for each application. The application is then considered by the Academy's Local Board Admissions Sub-Committee.

3.2.3   The applicant will then receive either written confirmation of an offer or will be notified that the admission is declined due to the prejudice to the efficient education of the pupils in the year group and the efficient use of resources. at that particular academy.

3.3   Challenging behaviour

3.3.1   We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

3.3.2   We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

3.4   *Fair Access Protocol*

3.4.1   We participate in the relevant local authority Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

4.   Definitions and details

4.1   *Admission: Primary / infant academies*

4.1.1   Compulsory school age

(i)   It is the policy of the Trust that all children are admitted full time from September in the academic year in which they have their fifth birthday. However, parents may request that their child attends on a part-time basis or to defer their start date until later in the school year but not beyond compulsory school age (ie the start of the school term following their fifth birthday) and not beyond the start of term 5 / summer term (if the child does not start school by the beginning of term 5 / summer term, the parents will need to reapply for a school place for the following school year); such decisions will be made in accordance with the table below:

Child's fifth birthday between	Start of term 1 (Autumn Term)	Start of term 3 (Spring Term)	Start of term 5 (Summer Term)
1st September – 31st December	May attend full or part-time	Must attend full-time	Must attend full-time
1st January – 31st March	May attend full or part-time	May attend full or part-time	Must attend full-time
1st April – 31st August	May attend full or part-time	May attend full or part-time	May attend full or part-time

(ii)   Parents requesting part-time attendance or deferred entry must first contact the Principal to discuss the admission arrangements for the child.

4.1.2   Requests for admission outside the normal age group – summer born children starting school for the first time

(i)   Summer born children (born between 1st April and 31st August) are not required to start school until a full year after they could have started and will normally join Year 1. Some parents, however, may request their child be admitted out of their normal age group and start in Reception Year rather than Year 1 when they reach school age. Parents who are considering making a request for an out of age group admission (also known as delayed entry) should first visit the academy to discuss this with the Principal.

(ii)   To request admission outside of a child's normal age group, the following process must be followed:
- An application should be submitted for the normal age group (i.e. Reception Year) as part of the coordinated admissions round in accordance with the published deadlines (normally mid-January);
- At the same time, a request should be submitted in writing to the Admissions Team at the relevant Local Authority (see Annex A) explaining why the child should be taught out of the age group and providing information in support of the request;
- The written submission should make it clear whether the request is for each of the preferred schools;
- The Local Authority will forward any requests received to the Trust.

(iii)   The Academy's Admissions Sub-Committee will consider the request carefully, also taking into account the advice of the Principal of the academy. They will consider whether it is in the child's best interests to start in Reception Year or Year 1 when they start school.

(iv)   If the out of age group request is agreed (ie the Admissions Sub-Committee believes that it is in the child's best interests to start in Reception Year when they start school), the application for starting school as part of the normal age group will be withdrawn, and the parent must submit a new application as part of the coordinated admissions process the following year.

(v)   If the out of age group request is refused (ie the Admissions Sub-Committee believes that it is in the child's best interests to start in Year 1 when they start school), the parent will need to decide whether to accept an offer of place for the normal age group or decline it. If it is declined, the parent must submit an application for in year admission to join Year 1 for the start of the next school year. There is no right of appeal for this decision.

4.2   Admission area

4.2.1   The priority admission area (also known as community area or catchment area) for each academy in the Trust is indicated by the maps in Annex 2.

4.3   Looked after children

4.3.1   **Looked after children** are children who, at the time of making an application to an academy, are:

- In the care of a local authority, or

- Being provided with accommodation by a local authority in exercise of its social services functions

4.3.2   **Previously looked after children** are children who were looked after, including children who appear (to the Trust as the admissions authority) to have been in state care outside of England, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

- Became subject to a child arrangements order, or

- Became subject to a special guardianship order

4.4   Sibling

4.4.1   Children are 'siblings' if they are full, half, adoptive or foster brother or sister living in the same household.

4.5   Home address

4.5.1   Proof of residence will be required for all applications. The offer of a place may be withdrawn if proof of residency is not met.

4.5.2   Where a child lives part of the week with one parent and part with another member of the family the 'home address' will be considered to be the residence where the child spends at least three nights of the school week each week.

4.6   Children of staff

4.6.1   Applications for the children of staff must be submitted by the qualifying staff member. Applicants must also complete a Supplementary Information Form (annex 3), available from the academy website, and submit this online or to the relevant academy office.

4.6.2   Members of staff recruited to fill a vacant post for which there was a demonstrable skill shortage will be from the following groups:
- Secondary level teachers of science, technology, engineering and mathematics (STEM)
- Leadership roles ie Principal, Vice Principal and Assistant Principal

5.   Oversubscription Criteria

(i)   Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with Education Health Care Plans where the Academy is named on the plan, the criteria will be applied in the order in which they are set out below:

a) *Churchwood Primary Academy*
b) *Dudley Infant Academy*
c) *Hollington Primary Academy*
d) *Robsack Wood Primary Academy*
e) *Silverdale Primary Academy*
f) *The Baird Primary Academy*
g) *The Hastings Academy*
h) *The St Leonards Academy*
i) *West St Leonards Primary Academy*

1. Looked after Children (children in public care) and Previously Looked After Children
2. Children of staff employed at the academy in either or both of the following circumstances:
   (a) Where the member of staff 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
   (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Children who will have a brother or sister attending the Academy (or a linked junior school[1]) at the time of admission (The term sibling means a full, step, half, adopted or foster brother or sister)
4. Children living within the community area for the academy.
5. Children living outside the community area for the academy.

j) *Blackthorns Community Primary Academy*
k) *Desmond Anderson Primary Academy*
l) *Holmbush Primary Academy*
m) *The Burgess Hill Academy*

1. Looked after children (children in public care) and Previously Looked After children. Evidence must be provided.
2. Children who need a place at the academy on exceptional and compelling social, psychological or medical grounds. Evidence must be provided.
3. Children of staff employed at the academy in either or both of the following circumstances:
   (a) Where the member of staff 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
   (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children who have brothers or sisters already at the academy at the time of application and will still be in the academy at the time of admission. Brothers or sisters may be half or step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.
5. Children who live in the catchment area.
6. Children who live outside the catchment area

n) *Lindfield Primary Academy*

1. Looked after children (children in public care) and Previously Looked After Children. Evidence must be provided.
2. Children who need a place at the academy on exceptional and compelling social, psychological or medical grounds. Evidence must be provided.
3. Children of staff employed at the academy in either or both of the following circumstances:

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[1] Dudley Infant Academy is linked with All Saints CE Junior School for admission purposes

(a) Where the member of staff 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

(b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Children who have brothers or sisters already at the academy at the time of application and will still be in the academy at the time of admission. Brothers or sisters may be half or step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.

5. Children who live in the catchment area for Lindfield Primary Academy.

6. Children who live in the catchment area for Blackthorns Community Primary Academy.

7. Children who live outside the catchment area for Lindfield Primary Academy and Blackthorns Community Primary Academy

o) *Pound Hill Infant Academy*

1. Looked after children (children in public care) and Previously Looked After children. Evidence must be provided.

2. Children who need a place at the academy on exceptional and compelling social, psychological or medical grounds. Evidence must be provided.

3. Children of staff employed at the academy in either or both of the following circumstances:
   (a) Where the member of staff 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
   (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

4. Children who have brothers or sisters already at the academy or at Pound Hill Junior School at the time of application and will still be in the academy or Pound Hill Junior School at the time of admission. Brothers or sisters may be half or step-siblings (by marriage or co-habitation) or foster siblings but must be living permanently at the same address.

5. Children who live in the catchment area.

6. Children who live outside the catchment area

6.   Oversubscription Criteria

6.1   Tie breaker (academies a-i): If there are more children who qualify for a place than places available, places will be allocated to students living closest to the Academy (using the shortest distance from home to school measured using a straight line).If, after all of the relevant criteria have been applied, two applicants cannot be separated for a final place, the Trust will use random allocation to determine the property for the remaining place.

6.2   Tie breaker (academies j-o): If there are more children who qualify for a place than places available, places will be allocated to pupils living closest to the academy (using the shortest distance from home to school using a straight-line distance). All distances are measured by a straight line from the academy to the child's home address, using Ordnance Survey address point data from a central point in each building. If, after all of the relevant criteria have been applied, two applicants cannot be separated for a final place, the Trust will use random allocation to determine the priority for the remaining place.

7.   Closing date for applications

(i)   The closing date for applications is 31 October for secondary academies and 15 January for primary academies. Late applications (submitted by 1 February for secondary academies and 15 March for primary academies) will only be considered as if on time if there is a good reason which can be demonstrated by independent supporting evidence. Late applications without a good reason are ranked using the same oversubscription criteria but follow all those submitted on time.

8.   Published Admissions Number

8.1   The PAN is the number of school places in the relevant age group (or the year group associated with the normal point of entry to the academy) i.e. Reception Year for primary/infant academies and Year 7 for secondary academies.

8.2   The PAN for each academy in the Trust is:

Primary Academy	Year R (PAN)
Blackthorns Community Primary Academy	30
Churchwood Primary Academy	30
Desmond Anderson Primary Academy	60
Dudley Infant Academy	60
Hollington Primary Academy	60
Holmbush Primary Academy	30
Lindfield Primary Academy	90
Pound Hill Infant Academy	90
Robsack Wood Primary Academy	60
Silverdale Primary Academy	90
The Baird Primary Academy	60
West St Leonards Primary Academy	60
Secondary Academy	**Year 7 (PAN)**
The Burgess Hill Academy	240
The Hastings Academy	180
The St Leonards Academy	300

9.   Waiting lists

9.1   As required by the current School Admissions Code, the relevant Local Authority, on behalf of each academy in the Trust, will maintain a waiting list for unsuccessful applicants.

9.2   Details of how a parent/carer may ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application are available from the relevant Local Authority Admissions Team or on the Local Authority website (**see Annex 2 for details**).

9.3   Parents who appeal following an unsuccessful application will automatically be added to the waiting list.

9.4   A child's position on the waiting list will be determined in accordance with the academy's admissions oversubscription criteria. When the academy is able to offer a place without prejudicing the effective education of pupils or the effective use of resources at the academy, or for year groups with a PAN when a place becomes vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria and **not** based on the date on which the application has been made. Please note that Looked After Children, Previously Looked After Children and those allocated a place at the academy in accordance with the Fair Access Protocol take precedence over those on the waiting list.

9.5   Where it is brought to the academy's attention that a child of compulsory school age is being kept out of school until an admission place arises at their preferred academy, the local authority will be informed via its 'Children Missing Education' procedures.

10.   Appeals

10.1   If the Academy has more applications than places, parents whose child has not been allocated a place may appeal against the decision to an independent appeal panel. The grounds for appeal must be set out in writing. Details of how to appeal, and the associated deadlines, can be found on each academy's website.

11.   Policy status and review

Written by:	Head of Governance and Admissions
Owner:	Executive Director of Strategy
Status:	Version 7 - APPROVED
Approval date:	Version 1a - 23/6/11 (Board of Directors)
	Version 1b – 3/10/14 (Board of Directors)
	Version 2 – 16/9/15 (Admissions Panel)
	Version 3 – 9/1/17 (Admissions Panel)
	Merger editorial changes 1 September 2017
	Version 4 – 14/12/17 (Board of Trustees)
	Version 5 – 11/10/18 (Board of Trustees)
	Version 5a – minor amends to reflect change in administrative responsibility
	Version 5b – minor amends to reflect correct terminology for LAC/PLAC
	Version 6 – administrative changes in compliance with School Admissions Code 2021 – September 2021 (Chair of the Board of Trustees)
	Version 7 – administrative changes in compliance with School Admissions Code and change in waiting list procedure by Local Authorities – January 2022 (Board of Trustees)
Review Date:	Consultation required for changes or every 7 years.
	Annual determination of admissions arrangements required

Action	Date	Relevant admissions year
Public consultation	October 2017	2019-20
Annual determination – no changes	October 2018	2020-21
Annual determination – no changes	December 2019	2021-22
Annual determination – no changes	December 2020	2022-23
Annual determination – no changes	January 2022	2023-24

Annex 2

From 2nd September 2019 the waiting lists for all University of Brighton Academies Trust academies will be managed by the relevant local authority. Please see below for the relevant contact details:

Academy:	Contact details:
Churchwood Primary Academy	East Sussex County Council - Transport and Admissions Team: CS.HastingsSt.Leonards@eastsussex.gov.uk 0300 330 9472 eastsussex.gov.uk **Waiting list information**
Dudley Infant Academy	
Hollington Primary Academy	
Silverdale Primary Academy	
The Baird Primary Academy	
The Hastings Academy	
The St Leonards Academy	
Robsack Wood Primary Academy	
West St Leonards Primary Academy	
Holmbush Primary Academy	West Sussex County Council (South): 0330 222 4740 **Waiting list information**
Blackthorns Community Primary Academy	West Sussex County Council (North): 0330 222 3721 **Waiting list information**
Desmond Anderson Primary Academy	
Lindfield Primary Academy	
Pound Hill Infant Academy	
The Burgess Hill Academy	

Admission round applications and enquiries (including requests for paper application forms)/requests for education outside normal age group:

East Sussex Admissions Service
https://www.eastsussex.gov.uk/educationandlearning/schools/admissions/

Admissions and Transport Team
County Hall
St Anne's Crescent
Lewes
East Sussex BN7 1UE
0300 330 9472
admissions@eastsussex.gov.uk

West Sussex Admissions Service
https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/

Worthing (South) Pupil Admissions Office	Horsham (North) Pupil Admissions Office
Centenary House	County Hall North (Parkside)
Durrington Lane	Chart Way
Worthing BN13 2QB	Horsham RH12 1XH
admissions.south@westsussex.gov.uk	admissions.north@westsussex.gov.uk
033 301 42903	033 301 42903

Annex 3

The University of Brighton Academies Trust is the admissions authority for all academies in the Trust.

The oversubscription criteria for each academy are published on the individual academy website and on the Trust website www.brightonacademiestrust.org.uk

So that the application can be considered by the Local Board Admissions Sub-Committee in the correct category, completion of this form is required for all applications made in the following category only:

Children of staff employed at the academy in either or both of the following circumstances:
- *(c) Where the member of staff 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*
- *(d) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*

Please note:
- If this application form is not received by the academy by the application deadline, then it will not be possible to consider the application in the staff category and an alternative applicable oversubscription criteria will be applied.
- This is **not** an application form. Parent/carers MUST complete the relevant Common Application Form application form and submit to the Local Authority.
- Application for admission in the staff category must be submitted by the qualifying staff member with parental responsibility.

Academy applied to	

Childs details	
Forenames in full	
Surname	
Date of birth	
Home address	

Parent/carer details	
Forename	
Surname	
Name of academy you work at	
Date employment commenced	
Were you recruited to fill a vacant post for which there is a demonstrable skill shortage as defined in the admissions policy?	
Telephone number	
Email address	

Home address	

Declaration	
- I confirm that I have completed and submitted the Common Application Form to the Local Authority - I confirm that I have read and understood the Trust Admissions policy and that all information on this information form is truthful and accurate	
Name	
Signature	
Date	

Please submit this form to the academy by post or email.

Academy	Email contact details
Blackthorns Community Primary Academy	office@blackthornsprimaryacademy.org.uk
Churchwood Primary Academy	office@churchwoodprimaryacademy.org.uk
Desmond Anderson Primary Academy	office@desmondandersonprimaryacademy.org.uk
Dudley Infant Academy	office@dudleyinfantacademy.org.uk
Hollington Primary Academy	office@hollingtonprimaryacademy.org.uk
Holmbush Primary Academy	office@holmbushprimaryacademy.org.uk
Lindfield Primary Academy	office@lindfieldprimaryacademy.org.uk
Pound Hill Infant Academy	office@phiacademy.org.uk
Robsack Wood Primary Academy	office@robsackwoodprimaryacademy.org.uk
Silverdale Primary Academy	office@silverdaleprimaryacademy.org.uk
The Baird Primary Academy	office@thebairdprimaryacademy.org.uk
The Burgess Hill Academy	office@theburgesshillacademy.org.uk
The Hastings Academy	office@thehastingsacademy.org.uk
The St Leonards Academy	tsla.office@thestleonardsacademy.org.uk
West St Leonards Primary Academy	office@wslprimaryacademy.org.uk