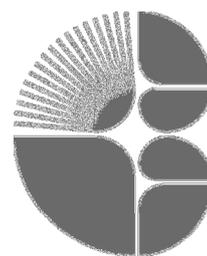


Admission Arrangements Policy – **For 2019/20**



*Creative
Education
Academies
Trust*

Academy: Queen Eleanor Primary

1. Basic principles

- 1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions 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 reference to the Local Governing Body of the Academy. In particular, the Academy will take part in any Admissions Forum set up by their Local Authority (“LA”) and have regard to its advice and any Co-ordinated Admissions System operated by the LA. Applicants will normally be required to complete the Common Application Form (CAF) to be returned to the LA the applicant resides in.
- 1.2. The Academy will admit children with Statements of Special Educational Need (“SEN”) where the Academy is named in the SEN Statement.
- 1.3. Where an LA proposes to name a Creative Education Academy in a statement of SEN made in accordance with section 324 of the Education Act 1996, the Academy shall consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children and where no reasonable steps may be made to secure compatibility.
- 1.4. In the event of any disagreement between an Academy and the LA over the proposed naming of an Academy in a statement, the Academy, through the Trust, may ask the Secretary of State to determine whether the Academy should be named. The Secretary of State’s determination shall be final. However, this does not affect parents’ rights to appeal against the refusal to name a Creative Education Academy in a Statement of SEN to the Special Educational Needs and Disability Tribunal. Applicants with SEN Statements naming a Creative Education Academy will be admitted, subject to the exception regarding the provision of efficient education above.
- 1.5. In deciding where a child’s inclusion would be incompatible with the efficient education of other children, the Academy shall have regard to the relevant guidance issued by the Secretary of State to maintained schools.

2. Admission Arrangements – Nursery

- 2.1 Children aged three years by 31 August are able to apply for a nursery place for the following Autumn Term. This will consist of the statutory provision of 15 hours per week, with possible additional hours based upon other criteria. The Academy has an admission number of 26 for the Nursery class. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.



- 2.2. The Academy will consider all applications for places. Where fewer than 30 applications are received, the Academy will offer places to all those pupils who have applied.
- 2.3. In the event of over-subscription, and following the allocation of places to pupils who have an SEN Statement or EHCP, when there are more applications than places available, places will be offered in accordance with the following order of priority:
 1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
 2. Children living within the catchment who have an elder brother or sister at the school who will still be attending at the time of admission.
 3. Children living outside the catchment who have an elder brother or sister at the school who will still be attending at the time of admission.
 4. Other children living within the catchment.
 5. Children who live nearest to the academy as determined by a straight line measurement from the front door of the child's home address to the main entrance of the academy.
- 2.4. Once the class is full, a waiting list based on these criteria will be held until the end of September of that academic year.
- 2.5. Attendance at a particular nursery setting will not guarantee admission to a reception class at the same school.
- 2.6. As nursery education is not compulsory there is no right of appeal against the refusal of a place. However, every effort will be made to accommodate the wishes of parents.
- 2.7. Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child's identification and main residence to comply with the Academy's admissions criteria. The forms of identification may include;
 - a) Birth certificate - preferably a full certificate
 - b) NHS registration
 - c) Council tax bill
 - d) Two current (i.e. less than six months old) utility bills

3. Admission arrangements – Reception

- 3.1. The admission arrangements for the Academy for the academic year 2019-2020 and, subject to any changes approved by the Secretary of State, for subsequent years, are:
 - a. The Academy has an agreed admission number of 30 pupils in Reception. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.
 - b. The Academy may set a higher admission number than its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Creative Education Academy Trust will consult the Secretary of State. Pupils will not be admitted above the published admission number unless exceptional circumstances apply;



- c. The Academy is committed to achieving a wide-ranging comprehensive intake of pupils from the full range of academic ability by the use of fair banding. This is explained in more detail under the over-subscription criteria listed below.
- 3.2. The Academy will use the following time-table for applications each year (exact dates may vary from year to year):
 - a. September – the Academy will publish information about the arrangements for admission, including over subscription criteria, in the September for admission the following September (e.g. in September 2018 for admission in September 2019) in their prospectus. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. They will notify the date by which applications must be received by the Northamptonshire LA under co-ordinated admission arrangements. The Academy will also provide information to the LA for inclusion in the LA primary admissions booklet.
 - b. October 2018 – the Academy will hold open evenings/opportunities for parents to visit the schools.
 - c. Mid-January 2019 – closing date for application forms.
 - d. Mid-April 2019 – LA informs parents and schools about the pupil allocations for September.
 - 3.3. The Academy will consider all applications for places. Where fewer than 30 applications are received, the Academy will offer places to all those pupils who have applied.
 - 3.4. In the event of over-subscription the following arrangements will apply:
 - 3.4.1. Applicants who are “looked-after”, having regard to any collective agreements operated by the LA over the admission of ‘looked-after’ children.
 - 3.4.2. Applicants will then be admitted according to the criteria listed below:
 - i. Siblings of pupils in attendance at the Academy. These include brothers and sisters, half brothers and sisters and stepbrothers and sisters who share the same home. These also include adopted and foster brothers and sisters who share the same home.
 - ii. Pupils with special medical or social needs which the Academy are best placed to meet (this will be supported by professional advice from the Health Authority on why the Academy are necessary and a statement from the parent stating “the difficulties that would be caused if their child had to attend another school”). Special medical or social needs will include priority for vulnerable groups (after pupils with full statements of special educational needs and those in public care, who have recently come into care or moved into the area) such as: pupils whose names are either on or at risk of being placed on the Child Protection Register; pupils whose social or personal circumstances are seriously limiting their capability to gain access to education without the support of the local authority.



- iii. Children whose parents pay optional nursery fees to the nursery for additional hours on top of their 15-hour funded early education.
 - iv. Children who are eligible for early years pupil premium, the pupil premium or the service premium.
 - v. Children who live nearest to the Academy measured by “as the crow flies” from their normal family home to main gate of the relevant academy. When dealing with multiple applications from a block of flats to the Academy, lower door numbers will take priority. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, “their normal family home” is where the majority of school nights (Sunday to Thursday) are spent.
 - vi. If after applying the above criteria, a choice between applicants cannot be resolved, the matter shall be referred to the Local Governing Body. Any appeal against their decision shall be to the Local Authority.
- 3.5. Notwithstanding the provisions above, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA.
- 3.6. In the case of the Academy, after 30 applicants have been offered a place for admission; others will be offered a place on a waiting list for the relevant band. Places for admission which are declined or otherwise become vacant will be offered, as far as possible, to those on the waiting list who are in the same band as that vacated, priority being determined by the banding rules as appropriate. There will be an independent appeals panel appointed in accordance with the provisions of the statutory Code of Practice on School Admission Appeals. Parents may also write to the Education Funding Agency (“EFA”) if their complaint is about maladministration that they consider has affected the outcome of the appeal. The procedure and a form for submitting a complaint to the EFA are available online.
- 3.7. Notwithstanding the provisions above, the Secretary of State may direct the Academy to admit a pupil on an application from the LA in accordance with the terms of the Fair Access Protocol.
- 3.8. Late applications will be considered following the criteria set down in the Academy’ admissions procedure, with due regard to the LA late admissions procedure.
- 3.9. Following the offer of a place at the Academy parents/carers can be asked to provide evidence of their child’s identification and main residence to comply with the Academy’ admissions criteria. The forms of identification may include;
- Birth certificate - a short Birth Certificate is acceptable
 - NHS registration
 - Council tax bill
 - Two current (i.e. less than six months old) utility bills

Admitting children out of their normal age group

- 3.10. School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age.
- 3.11. Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which



year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned.

- 3.12. There is no statutory barrier to children being admitted outside their normal age group, but parents do not have the right to insist that their child is admitted to a particular age group.

4. Proposed changes to admission arrangements

- 4.1. Once the admission arrangements have been determined and published, the Academy should propose changes only if there is a major change of circumstances. In such cases, the Academy must consult those consulted under paragraph 3.9 above 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.
- 4.2. The Secretary of State will usually consider applications from an Academy to change its admission arrangements only when the said Academy has consulted on the proposed changes as outlined at 3.9 above.
- 4.3. Where the Academy has consulted on proposed changes and there have been no objections from other admissions authorities, the Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and forwarding any comments or objections from other admission authorities/other persons.
- 4.4. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.
- 4.5. Records of applications and admissions shall be kept by the Creative Education Academy for a minimum period of 10 years and shall be open for inspection.

5. Appeals

- 5.1. Annex 1 sets out the Education Funding Agency's advice on appeals and is recommended by the Trust to parents.

This edition of the Admissions Arrangements policy is valid from 1 September 2019



Annex 1



Education
Funding
Agency

Complaints about an academy independent admission appeal panel

This factsheet sets out the types of complaints parents / legal guardians can raise with the Education

Funding Agency (EFA) about academy independent admission appeal panels ('panels'). All references to

'academies' also cover: free schools, university technical colleges (UTCs) and studio schools.

Complaints about panels for local authority maintained schools should be referred to the [Local Government Ombudsman](#).

Complaints EFA can investigate

EFA is the government agency responsible for investigating complaints about academy panels. **EFA can only investigate complaints about panels that did not follow the procedures set out in the [School Admission Appeals Code 2012](#) (the 'Appeals Code').**

Examples include:

- the panel didn't take relevant information into account in reaching its decision, or it took irrelevant information into account
- the admission appeal decision letter you received following the panel hearing did not give clear reasons for the decision
- you were not given an opportunity to state your case without unreasonable interruption
- the panel wasn't set up or run in accordance with the Appeals Code

Where we find something went wrong which could have affected the panel's decision, we may:

- recommend that the academy reviews its appeal procedures so that the problems you experienced don't happen to others
- ask the academy to hold a fresh appeal with a different panel



EFA can't overturn the panel's decision

A panel is independent and their decision can only be challenged in court through a judicial review. You should seek independent legal advice in relation to this.

EFA can't arrange panels

You should contact the academy direct to request an admission appeal.

Making a complaint to the EFA about a panel

Details of how to make a complaint are in the [admission appeals section](#) of GOV.UK.

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