

Ormiston Academies Trust

## Ormiston Sudbury Academy Admissions policy

### Policy version control

Policy type	Mandatory OAT policy
Author	Sunita Yardley-Patel, Head of Governance
Approved by	Trust Board, December 2022
Release date	March 2022
Next release date	March 2023
Description of changes	No changes

## Contents

1. Policy statement and principles.....	3
1.1. Policy aims and principles.....	3
1.2. Monitoring and review.....	3
2. Academy admissions.....	3
2.3. Definitions.....	4
2.4. Distance.....	4
2.5. Dual address.....	4
2.6. Catchment area.....	4
2.7. Feeder schools.....	4
2.8. Siblings.....	<b>Error! Bookmark not defined.</b>
2.9. Eligibility criteria.....	6
2.10. Waiting list.....	6
2.11. Withdrawal of a place.....	6
2.12. Determining arrangements and consultation.....	6
2.13. Admission of children outside their normal age group.....	7
2.14. Complaints about admissions arrangements.....	8
5. Secondary admissions.....	9
5.1. Number of spaces (PAN).....	9
5.2. Application process.....	9
5.3. Selection criteria.....	9
5.4. Oversubscription criteria.....	9
5.5. In-year admissions.....	10
5.6. Unsuccessful applications.....	10
Appendix 1.....	11
Consultation Process.....	11
What constitutes Consultation?.....	11

# 1. Policy statement and principles

## 1.1. Policy aims and principles

- 1.1.1. This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.
- 1.1.2. This policy details the academies arrangements for admissions and will apply to all admissions from 2024 to 2025. This includes in-year admissions within this period.
- 1.1.3. Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicised Academy website. Arrangements for visits outside these dates can be made through the Academy Office (tel: 01787 375131).
- 1.1.4. The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.
- 1.1.5. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

## 1.2. Monitoring and review

1.2.1. This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

1.2.2. If there are urgent concerns these should be raised to the Principal, in the first instance for her to determine whether a review of the policy is required in advance of the review date.

# 2. Academy admissions

2.1. The academy admits students between the ages of 11 to 16. The main intakes are:

- Secondary

2.2. We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

## 2.3. Definitions

The academy uses the following definitions when applying this policy:

### 2.3.1. Distance Tie-breaker

It is possible that the PAN of the Academy will be reached in any one of the categories. For this reason, all the applications will be prioritised according to the rules described. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. We will measure the distance by a straight line ('as the crow flies'). All straight-line distances are calculated electronically by Suffolk County Council, using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight-line distance is measured, and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located.

In the unlikely event that two or more applications competing for a single place live the same distance from the Academy, the place will be offered to one applicant on the basis of lots drawn by a person who is independent of the Academy.

### 2.3.2. Dual address

Where a student lives with parents with shared responsibility, each for part of a week, the address where the student lives is determined using a joint declaration from the parents stating the pattern of residence. If a student's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to the Academy. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address the child lives at for most of the week.

### 2.3.3. Catchment area

A catchment area map is available on the Ormiston Sudbury Academy website [www.ormistonsudburyacademy.co.uk](http://www.ormistonsudburyacademy.co.uk) or from Suffolk County Council Admissions Team [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps). If you live near a boundary line on the map or wish to check your address against the catchment area and/or street list, these can be found at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). For Ormiston Sudbury Academy please look at the Sudbury and Gt Cornard street list or the Villages and Parishes list as appropriate. You can also obtain a copy of the map or list from the Admissions Team on 0345 6000981 (local rate) or from the Admissions Team, Endeavour House, 8 Russell Road, Ipswich, Suffolk IP1 2BX

### 2.3.4. Priority Feeder schools

Acton, Great Waldingfield, Long Melford, St Gregory, Tudor, Woodhall.

#### 2.3.5. Definition of Sibling

Where the child has a sibling in the Academy or a sibling has already been offered a place at the Academy, and where the sibling will still be attending the Academy at the time of admission.

The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single-family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

#### 2.3.6. Definition of a Looked After Child or previously Looked after Child

Looked after children and those who were previously looked after but immediately after being looked after was adopted or became subject to a child arrangements order or special guardianship order. A Looked After Child is either a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989); or, those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. Previously Looked After Children are those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order.

#### 2.3.7. Parents who work for Ormiston Sudbury Academy

Parents who work for Ormiston Sudbury Academy are defined as an employee(s) who has a child/children living in the same family unit in the same family household and address as the employee, and who are employed by Ormiston Sudbury Academy at the time of the application;

- 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, or;
- b) the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.

#### 2.3.8 Children adopted from state care outside of England

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society and ceased to be in state care as a result of being adopted.

## 2.4. Eligibility criteria

2.4.1. Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non-EU national that has –
- Exceptional' or 'Indefinite Leave to Remain' in this country
- Refugee status

## 2.5. Waiting list

2.5.1. If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

2.5.2. The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy's oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

## 2.6. Withdrawal of a place

2.6.1. The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

2.6.2. The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

## 2.7. Determining arrangements and consultation

2.7.1. Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

2.7.2. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

- 2.7.3. The academy will consult on admissions arrangements when changes to the academies' arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.
- 2.7.4. We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made in consultation with OAT.
- 2.7.5. Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

## 2.8. Admission of children outside their normal age group

- 2.8.1. Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, the Principal (01787 375131). Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.
- 2.8.2. The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:
- Academic ability
  - Social and emotional development
  - Views of the parents and principal; and
  - Any additional relevant information available
- 2.8.3. The panel will have to be satisfied that the child would be able to cope with the work of the year applied for **and** that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.
- 2.8.4. Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

## 2.9. Complaints about admissions arrangements

- 2.9.1. Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.
- 2.9.2. Complaints about the appeals panel can be made to the Secretary of State.



## 3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information on this process please contact:

- Mrs E Price, Vice Principal  
Tel: 01787 375131      Email [eprice@ormistonsudbury.co.uk](mailto:eprice@ormistonsudbury.co.uk)

### 3.1. Number of spaces (PAN)

- 3.1.1 The Academy has an agreed admission number of 160 per year.
- 3.1.2 The number of places available for Year 7 for September 2023 at the Academy will be 160.

### 3.1. Application process

- 3.1.2. Applications for the 2024/2025 academic year begins October 2023.
- 3.1.3. Parents/carers applying for a year 6 child for transition to year 7 must apply in the normal year of entry application form (CAF1) for the Academy via the Local Authority website.  
<https://www.suffolk.gov.uk/children-families-and-learning/schools/school-places/>
- 3.1.4. Late applications will not be considered until all other applications have been reviewed.
- 3.1.5. All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the secondary national offer day (1 March or the next working day).

### 3.2. Selection criteria

- 3.2.2. If the number of applications is less than the number of spaces then all children will be offered places.

### 3.3. Oversubscription criteria

- 3.3.2. If the academy receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:
  1. Looked after children and those who were previously looked after (definition 2.3.6 and 2.3.8 above).
  2. Children who have a sibling (definition 2.3.5 above) attending the Academy in year 7-13 at the time of application and date of proposed admission.
  3. Children whose parent or parents work for Ormiston Sudbury Academy (definition 2.3.7 above) at the time of application.
  4. Children who live within the catchment area (definition 2.3.3 above) and who attend

- one of the priority feeder primary schools (definition 2.3.4 above).
5. Children residing outside the catchment area who attend one of the priority feeder primary schools.
  6. Children residing within the catchment area who do not attend one of the priority feeder primary schools.
  7. All other applicants (Distance tie-breaker applies – definition 2.3.1 above).

### 3.4. In-year admissions

- 3.4.2. Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance the local authorities Fair Access Protocol. In-year admissions forms can be obtained from [detail how these can be obtained].
- 3.4.3. Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.
- 3.4.4. If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

### 3.5. Unsuccessful applications

- 3.5.2. The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.
- 3.5.3. A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

## Appendix 1

### Consultation Process

#### **1 October 2022**

The date at which academies **must** begin the six-week consultation period if any changes to the policy are being made.

#### **22 November 2022**

The last possible date that academies can submit their final policy to the Governance Team having closed consultation and made changes if necessary, in consultation with the LGB

#### **31 January 2023**

The date by which the Governance Team will return your admissions policy with confirmed approval

#### **28 February 2023**

The deadline by which academies **MUST** publish their 2024-2025 policy online and their appeals timetable on the academy website

#### **28 February 2023**

The deadline by which academies should send their admissions policy to their LA.

### What constitutes Consultation?

Consultation involves sending out the school's proposed admission policy **before** it is determined to invite comments or objections. Schools **MUST** consult with, i.e. send their proposed admissions policy to:

- Parents of children between the ages of two and eighteen
- Other person in the relevant area who in the opinion of the school have an interest in the proposed arrangements
- All other admission authorities within the relevant area (except that primary schools need not consult with secondary schools). This would include any other school in the borough which is their own admission authority.
- The local authority
- Any adjoining neighbouring local authority
- The Diocese [if applicable]

Good practice would be to ask all your feeder primary schools to send out letters to parents, put a notice in your local paper, advertise the consultation in other local areas or community centres etc. Make a record of all the ways in which you ensured the community was informed of the consultation.

For the duration of the consultation period, the school **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the school to whom comments may be sent and the areas on which comments are not sought. Schools **MUST** also send upon request a copy of the proposed policy to any of the person or bodies listed above inviting comment.

Failure to consult effectively may be grounds for subsequent complaints and appeals and so it pays to get the consultation right.