

## Admissions Policy 2017-18

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## 1. Mission Statement

Bright Tribe Trust (Bright Tribe) brings a new energy and approach to providing the best education for our pupils. Through proven practices, Bright Tribe will transform the learning of pupils, raise standards and provide the highest quality learning environments, enabling pupils and teaching staff to thrive and be the best. Bright Tribe's aim is to break down the barriers that limit educational progress. We do this through adopting a personal learning pathway for every child – one that takes account of individual needs, aspirations and talents.

Bright Tribe's values:

Learn	Grow	Prosper
Provide the best education for every pupil.	Grow our pupils' futures.	Lead the way in education.
Ensure the highest quality teaching and learning.	Develop the best teaching staff.	Realise the opportunities.
Work with the family, parent or carer.	Provide the best learning environment and supporting technology.	Be connected to the community.

## 2. Introduction

Alde Valley Academy (the Academy) is a mixed, 11 to 18, fully inclusive academy in Leiston, Suffolk. It is part of Bright Tribe Trust, a multi-academy trust set up to raise the standards of education in the North and East of England. Our aim is to provide the best education for our students; one that recognises their individual needs and supports them to achieve the very best from their education; praising and challenging; building confidence, self-worth and life skills and enabling them to achieve the highest academic and vocational standards.

Bright Tribe Trust (the Trust) is the overall admissions authority for the Academy with local decision making for admissions delegated to the Academy's Local Governing Body.

The Academy is part of the co-ordinated admissions arrangements operated by Suffolk County Council (the Local Authority) and the Local Fair Access Protocol.

The Academy will comply with School Admissions Code (DfE Dec 2014) and the School Admission Appeal Code (the Codes). This policy is based on the current codes but will be reviewed in the light of any future changes in the law.

## 3. Secondary School Year 7 Admission Point

This is September 2017 for a child whose 11th birthday falls between 1st September 2016 and 31st August 2017.

## 4. Admission Numbers

The academy's admission number for entry to Year 7 in September 2017 and subsequent entry into Year 8 to Year 11 will be 180.



The Published Admission Number for students admitted from outside the academy to Year 12 is 20.

## 5. Admissions Procedure for Year 7 (Local Authority Co-ordinated Admission Scheme)

Admissions to Alde Valley Academy Year 7 will be administered by the Local Authority according to its co-ordinated admissions scheme. Parents and carers should apply for their child's place at the Academy using the Local Authority's Common Application Form. These are available from the School Admissions Team at Suffolk County Council or online:

<https://www.suffolk.gov.uk/admissions>

Parents' and carers' children resident in other authorities must submit an application to their home authority on the application form provided by that authority.

### Allocation of Places

Pupils will be admitted without reference to ability or aptitude.

Children who have a Statement of Special Education Needs or Education, Health and Care Plan, which names Alde Valley Academy, will be allocated a place.

If the number of applications does not exceed the number of places available all applicants will be granted a place at the Academy.

## 6. Allocation of Places Transfer to Year 7

Applications will be considered against the following criteria (please see the explanatory notes at Appendix 1 of this policy) in the order set out below.

Where Alde Valley Academy is named on a pupil's Statement of Special Educational Needs or Education, Health and Care Plan that child will be admitted by the academy.

### Criterion 1

Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after). Please see Appendix 1 Note 1.

### Criterion 2

Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils already at the school or who have already been offered a place, and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. Please see Appendix 1 Note 2.

### Criterion 3

Children who are ordinarily resident in the catchment area and who live nearest to the school. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.



#### **Criterion 4**

Children who live outside the school's catchment area and who live nearest to the school. Distance will be measured by a straight line ('as the crow flies') as calculated electronically by Suffolk County Council. Please see Appendix 1 Notes 3 and 4.

#### **Distance Tie-breaker**

Decisions will be made about the offer of places in accordance with above priorities. If it is necessary to use a tie-breaker to distinguish between two or more applications, a distance criterion will be used. Priority will be given to the applicants who live nearest to the school as measured by a straight line. See Appendix 1 Note 3.

In the unlikely event that two applicants competing for a single place at the school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by an officer of Suffolk County Council not involved with admissions.

## **7. Waiting Lists**

Waiting lists will be maintained for the Academy for the normal year of entry where necessary for children not offered an academy place. Position on the list will be determined by applying the over-subscription criteria. Waiting lists will be held until the end of the first full week of the Spring term. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications and precedence is given to those subject to a direction or an admission in accordance with the In-Year Fair Access Protocol. The waiting list will be adjusted to take account of late, or in-year, applications.

## **8. Late Applications**

Late applications are considered as detailed in the Local Authority's co-ordinated admissions scheme <https://www.suffolk.gov.uk/admissions>.

## **9. In-year Applications**

### **9.1. In-year Applications**

There will be cases where parents wish to make an application outside the normal point of entry (referred to as 'in-year' applications) because for example:

- During the school year (because, for example, they are moving house or moving to Suffolk from outside the area)
- For the start of the school year but in a different age group from the school's normal year of entry
- For the school's normal year of entry on or after 1 September in the school year in which the child is to be admitted to the school.

### **9.2. How to apply for In-year Admissions**

As the Local Authority no longer manages 'in-year' applications on behalf of academies in Suffolk, parents must apply directly to the Academy for an admissions form.



## 10. Admissions outside a Normal Age Group

Requests from parents for an academy place outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. Such applications should be made as part of the normal admissions round (i.e. the age group to which pupils are normally admitted to the school). Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests between the parents, the previous school and any relevant professionals asked for their opinion by Alde Academy governors' Admissions Committee. Those refused places outside the normal age group will be informed of their right to complain.

## 11. Procedure for Admission Post-16

Alde Valley Academy has an open admissions policy for post-16 students, subject to the availability of appropriate courses and to particular course entry requirements as published in the Academy's Sixth Form prospectus.

### Admission to Year 12

Year 11 students already studying at Alde Valley Academy should speak to the Academy Admissions Officer. These students are usually offered a place in Year 12 if they meet the minimum requirements for entry to the Sixth Form, have satisfactory attendance and behaviour records and meet the minimum entry requirements for the course they wish to study.

Students who are currently in Year 11 at a different school and who wish to progress into Year 12 at Alde Valley Academy should request a copy of the Sixth Form Prospectus and an Application Form from the Academy. This form must be completed and submitted to the Academy. Students must meet the minimum entry requirements for the course they wish to study.

The Academy also holds a Sixth Form 'Open Evening' which students can attend to find out more.

The Sixth Form Prospectus and further application details are available from the Academy website: <https://aldevalleyacademy.org.uk/>.

### Admission to Year 13

Most entry to Year 13 will be Year 12 students at the Academy who are completing the second year of a two year Sixth Form course. Other applications will be considered on an individual basis.

The Sixth Form Prospectus and further application details are available from the Academy website: <https://aldevalleyacademy.org.uk/>.

## 12. Oversubscription at Post-16

If the Sixth Form is oversubscribed the same oversubscription criteria would apply as for Year 7 admissions.

## 13. Appeals Procedure

Any parent/carer whose child is not offered a place at Alde Valley Academy has the right of appeal to an Independent Appeals Panel.

Information on how to appeal will be provided in the refusal letter.



## 14. Management of Applications

### 14.1. Year 7 Applications

Applications will align to the Local Authority's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for applicants wishing to join the Academy the following September, including admissions arrangements and details of open evening and opportunities to visit the Academy.
- These details will also be made available for inclusion in the combined information published by Suffolk County Council.
- Application forms will be provided for return by 31st October 2016.
- Decisions on applications made to the Local Authority for Year 7 entry will be made during February and notified to parents, and applicants' home local authorities, on or around 1st March 2017.

The application and notification dates may vary in line with any timetable variations to application processes made by the Local Authority.

All applications received after the deadline will be considered late applications and will be considered after those received on time, in the order in which they are received.

### 14.2. Post-16 Applications

Post-16 applications are managed directly by the Academy and will be timetabled as follows:

- Publication of a Post-16 prospectus by September each year containing information for applicants wishing to join the Academy the following September, including admissions arrangements and details of open evening and opportunities to visit the Academy.
- These details will also be made available for inclusion in the combined information published by Suffolk County Council.





## Appendices



## Appendix 1 – Explanatory Notes

These notes form part of this policy.

### **Note 1**

#### **Looked after children**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

#### **Previously looked after children**

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

### **Note 2 - Twins, triplets and other multiple births**

If the final place available at the Academy is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the Academy will offer places to the remaining sibling/s.

### **Note 3 - Ordinarily resident**

'Ordinarily resident' means the place where your child usually lives. The LA may need proof of this address. Your child will not be treated as ordinarily resident if you rent or own a second home in the catchment area or if you use another address to give the impression that your child lives in the catchment area so that you have a higher priority for a place at that school.

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 that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week with both parents, evidence of the main contact address will be required to support the application. Both parents must agree in writing which address is to be used as the 'ordinarily resident' address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

The LA can only process one application per child; therefore any parental dispute affecting the application must be settled before the application is submitted.

### **Note 4 – Catchment areas**

Every community and voluntary controlled school serves an area of streets or villages.

Catchment area maps are available online at: [www.suffolk.gov.uk/catchmentmaps](http://www.suffolk.gov.uk/catchmentmaps).

If you live near to a boundary line on the map please check your address against the catchment area and/or street lists at: [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions).

You can also obtain a copy of the map or list from the Admissions Team.



**Note 5 - Distance**

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 the 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) the Council will measure to a single point within that building irrespective of where those homes are located.





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