THE ADMISSION OF PUPILS TO HANS PRICE ACADEMY

1. This document sets out the admission arrangements for Hans Price Academy, hereinafter referred to as the Academy. These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between the Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code) 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 references to the governing body of the Academy.

3. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

4. The admission arrangements for the Academy for the year 2018-19 and, subject to any changes approved by the Secretary of State, for subsequent years are:

   a. The Academy has an agreed admission number of 240 pupils. The Academy will accordingly admit at least 240 pupils in the relevant age group each year if sufficient applications are received;

   b. The Academy may set a higher admission number as its Published Admission Number (PAN) for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 19 below. The number of pupils admitted will not exceed the PAN unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

4a. The admission arrangements for the Academy from May 1st 2011 are those agreed and published by North Somerset LA as pertaining to Wyvern Community School, the predecessor school. The Academy had a Published Admission Number of 240, relating solely to pupils in Year 7. Pupils in subsequent Years transferred automatically from the predecessor school, which closed on 30th April. A synopsis of the admissions arrangements is set out in Appendix A to this Annex.

Process of application

5. Applications for places at the Academy will be made in accordance with LA’s co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the home LA of applicants. The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the North Somerset Admissions Forum or LA:
a) September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2017 for admission in September 2018). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

b) September/October - The Academy will provide opportunities for parents to visit the Academy;

c) October - Applications must be submitted by the closing time and date of 23:59 hours on 31 October 2017 in order to be considered in the first round of College place allocations.

d) LA sends list of applications to the Academy

e) Academy sends list of pupils to be offered places to LA

f) February - LA applies agreed scheme for its own schools, informing other LAs of offers to be made to their residents.

g) On time applicants will be informed of the outcome of their application on 1 March 2018

Consideration of applications

6. The Academy will consider all applications for places. Where fewer than 240 applications are received, the Academy will offer places to all those who have applied.

Procedures where the Academy is oversubscribed

7. 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 pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named in the Statement or Plan, the criteria will be applied in the order in which they are set out below:

a) Children in Public Care (Looked after Children) or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

b) Children resident within the Academy’s designated First Geographical Area, who have siblings who currently attend the Academy and who will continue to do so on the date of admission

c) Geography (1)
Children living within the Academy’s designated First Geographical Area.

Children resident outside the Academy’s designated First Geographical Area, who have a sibling who currently attend the Academy and who will continue to do so on the date of admission d)

Geography (2)

Children living closest to the school as measured in a direct line between the address points of the child's home address and the main entrance to the Academy indicated on North Somerset Council’s computerised system(s).

Additional Notes:

I. within the oversubscription criteria, residence orders have been replaced by child arrangement orders

- this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders)
- Child arrangements orders are defined in s.8 if the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child's special guardian (or special guardians).

II. Children are siblings if they are half, full or adoptive brother or sister or if they are children of the same household.

Brothers and sisters.

To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Full and adoptive brothers/sisters are defined as children who have the same either biological or adoptive parents. Half brothers/sisters are defined as children who share only one either biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.

* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.
Except for a brother or sister within the same year group, a brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of admission.

III. **Area of first priority:** All North Somerset schools and Academies serve a designated geographical area known as the ‘First Geographical Area’. Children living within these areas receive priority over those living outside when the geographical parts of the oversubscription criteria are being applied. Maps are available from North Somerset LA.

IV. **Tie-breaks:** Where there are more applications than there are places remaining within a particular category, the direct line distance from home to school will be used as a tie-break. When the furthest distance to qualify for a place relates to a household containing two or more children for whom applications are being made (e.g. twins), the place will be offered to one child. The remaining child(ren) will be considered under the sibling criterion if further places become available.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by random allocation will be overseen by someone independent of the school.

Distances will be measured using the LA’s computerised mapping system.

V. **Home address:** A child’s home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

VI. **Parent:** This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989.

VII. **Children with a Statement of Special Educational Needs or Education, Health and Care Plan:** There is a different procedure for Children with a Statement of Special Educational Needs or an Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

VIII. **Admissions of children outside their normal age group:**

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the chronological age year group, will be considered. The reasons for the request must be fully explained in writing and included with the school place application form (or provided separately for those who apply via the online service).
Decisions will be made on the basis of the circumstances of each case and in the best interests of the child, taking into account, as appropriate, the following:

- the views of the parent, information about the social, emotional and academic development of the child as often supported by education and other professionals,

- the views of the Principal, where relevant the child’s medical history and the views of a medical professional, whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if they were not born prematurely.

Where a request for a child to be admitted outside their normal age group is agreed, that enables a child to be included as part of the Year 7 allocations, the application will then be processed in accordance with these arrangements and oversubscription criteria where applicable.

IX. **Contact details for Hans Price Academy:** See first page of this document.

**Operation of waiting lists**

8. The Academy will hold a list of those Year 7 applicants still seeking a place at the school, until the 31 December 2018. All applications will be ranked in line with the Academy’s oversubscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

**Arrangements for appeals panels**

9. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools/Academies. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and will provide parents with a named contact who can answer any enquiries they may have about the process.
Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Academy

10. Subject to any provisions in the LA’s co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received then there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

Arrangements for admission of pupils as the Academy builds to its full capacity

11. For the Academic year beginning in September 2018, the Academy will have a Published Admission Number of 240 pupils.

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

13. There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

15. The Academy will consult each year on its proposed admission arrangements.

16. The Academy will consult by 31 December:
   a) North Somerset LA;
   b) All other admission authorities within the relevant area;
   c) Admission authorities in neighbouring local authority areas
   d) Any other governing body for primary and secondary schools (as far as not falling within paragraph b)), located within the relevant area for consultation.

Determination and publication of admission arrangements

17. Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted of what has been determined.
Publication of admission arrangements

18. The Academy will publish its admission arrangements each year once these have been determined, by:
   a) sending copies to primary and secondary schools in North Somerset LA;
   b) sending copies to the offices of North Somerset LA;
   c) making copies available without charge on request from the Academy;

19. The published arrangements will set out:
   a) the name and address of the Academy and contact details;
   b) a summary of the admissions policy, including oversubscription criteria;
   c) a statement of any religious affiliation;
   d) numbers of places and number of applications for those places in the previous year; and
   e) arrangements for hearing appeals.

Representations about admission arrangements

20. Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy’s admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Academy. Where the Secretary of State judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

21. Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

22. In addition to the provisions at paragraphs 22 and 23 above, the Secretary of State may direct changes to the Academy’s proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.
Proposed changes to admission arrangements by the Academy after arrangements have been published

23. Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraphs 17 – 18 above of the proposed variation 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.

Need to secure Secretary of State’s approval for changes to admission arrangements

24. The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined at 20-22 above.

25. Where the Academy has consulted on proposed changes, the Academy must 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 passing to the Secretary of State any comments or objections from other admission authorities/other persons.

26. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

27. Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.
APPENDIX A
Admission Arrangements for 2018-19 school year for first admission to Year 7
in Community secondary schools in North Somerset
SECONDARY SCHOOLS (Year 7 admissions)
Where there are more applications than places available allocations will be made in the following order of priority:

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'. Priority is not given to first preferences.

i - Children in Care or children who were previously in Care but immediately after being in Care became subject to an adoption, residence, or special guardianship order.

ii - Children living in the school’s First Geographical Area.

iii - Children living outside the school’s First Geographical Area.

When applying criteria i to iii priority within each criterion will be given, in order, to:

a) children with a brother or sister who will be attending the school.

b) for children living within the First Geographical Area only: children with a brother or sister within the same intake year group (for example twins, triplets) applying for the same school.

Within a) to c) priority will be given to those living closest to the school.

c) children living closest to the school.

Where these arrangements refer to ‘children living closest to the school’, the distances calculated to determine who is closest will initially be measured in a direct line. Where distances are equal the ranking of applications will be determined by drawing lots.

Unless stated otherwise all distances are measured in a direct line.

Direct line: is where distances are measured in a straight line between the address points of the child’s home and the main entrance to the school, indicated on NSC computerised system(s).

Where an applicant lives in a flat or other multi-home dwelling, the address point of the building will be used if it is not possible to determine the address point of the applicant's home.
Unless stated otherwise where the direct line distances are the ranking of applications will be determined by drawing lots.

If it is not possible to measure a distance on NSC computerised system(s), NSC will use alternative methods.

**N.B** Children with a Statement of Special Educational Needs or an education, Health and Care Plan follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

The First Geographical Area for Hans Price Academy is shown below: