

Ormiston Victory Academy

Admissions policy

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Policy Version Control

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Ormiston Academies Trust

Admissions policy

Policy Version Control

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I. Policy statement and principles

I.1 Policy aims and principles

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.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2017 to August 2018. This includes in-year admissions within this period.

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 on our website. Arrangements for visits outside these dates can be made through the Principal's PA – details on the academy website.

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.

This policy is consistent with all other policies adopted by Ormiston Academies Trust (OAT) / the academy and is written in line with current legislation and guidance.

I.2 Monitoring and review

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

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

2. Academy admissions

The academy admits students between the ages of 11-18. The main intakes are:

- Secondary
- Sixth form

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.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address (front door). Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Catchment area

- Costessey Junior School
- Bawburgh Primary School
- St. Augustine's Primary School
- Queens Hill Primary School
- Easton St Peter's Primary School
- St Michael's Junior School

Children who live outside the Academy's designated area and who attend

- Costessey Junior School
- Bawburgh Primary School
- St Augustine's Primary School
- Queens Hill Primary School
- Easton St Peter's Primary School
- St Michael's Junior School

Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

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.

2.2 Eligibility criteria

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

2.3 Waiting list

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.

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.

2.4 Withdrawal of a place

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

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.

2.5 Determining arrangements and consultation

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

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

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in Published Admissions Number 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.

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 will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

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, Mrs Carter, Admissions Manager on: j.carter@ormistonvictoryacademy.co.uk. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

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

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.

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.

2.7 Complaints about admissions arrangements

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.

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 the Principal's PA on: PA@ormistonvictoryacademy.co.uk

Number of spaces (PAN)

The academy has an agreed admission number of 210 per year. The academy may set a higher Published Admissions Number (PAN).

Application process

Applications for the 2017/2018 academic year begin 8 September 2016.

To apply you need to complete the Norfolk County Council's (NCC) common application form and submit this directly to NCC by the deadline, 31 October.

More information can be found on the NCC Website:-

http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions/index.htm

Important dates

1. 8 September 2016 – Admission round opens. Letters and application forms distributed to schools and given to Year 6 pupils
2. 31 October 2016 – All applications must be received by NCC by this date
3. 6 February 2017 – Coordination scheme applied. No changes can be made to applications after this date
4. 1 March 2017 – Offer day. Parents sent letter, telling them at which school their child has been offered a place. Parents applying online will receive an email with the information. Parents will also be able to access their account at www.admissionsonline.norfolk.gov.uk
5. 20 March 2017 – closing date for appeals and late applications
6. 3 April 2017 – Mini admission round. All late applications are considered on this date
7. May/June 2017 – Appeal hearings
8. 31 December 2017 – All waiting lists cease to be held

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the NCC. 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).

Selection criteria

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

Oversubscription criteria

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 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 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).

2. Children with a sibling, as defined in 2.1 above, already at the academy at the time of admission (not the sixth form).
3. Children in the academy catchment area. If applications exceed the numbers in any one category, the highest priority will be given to children living nearest the academy, as defined in 2.1 above.

In-year admissions

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 Norfolk County Council:-

http://www.norfolk.gov.uk/Childrens_services/Schools/School_admissions/Moving_schools_in-year_transfer/index.htm

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.

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.

Unsuccessful applications

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.

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.

4. Sixth form admissions

It is our aim when considering applications to accept students onto a learning package which will suit their learning style and encourage them to flourish academically. Judgements and offers will be made on an appropriate level of prior academic achievement and a positive attitude/aptitude for learning.

4.1 Method of Application

The prospectus will be published during the Autumn Term each year. All current Ormiston Victory Academy students will be invited to an open event and the event will be marketed locally and on the school website to encourage external candidates. They will be specifically issued to:

- All current Year 11 students
- Students visiting from other educational establishments
- Those making specific requests by contacting the school

Information, advice and guidance meetings/interviews are set up for every prospective Sixth Form student, with their parents, to provide expert professional support at a critical time of decision.

4.2 Applications from Students not currently studying in Year 11 at Ormiston Victory Academy

Each year a number of students can join our Sixth Form from other schools. Applications are welcomed from such students who wish to continue their studies at Ormiston Victory Academy. The application process and entry requirements will be identical for both internal and external applicants (please see capacity below).

Arrangements for admission to post-16 provision

There are 210 places available in total. 150 places are reserved for first refusal from students currently attending the academy. We are able to accept 60 students entering the Academy for the first time in Year 12 (i.e. have not attended Ormiston Victory Academy in Year 11)

Where the number of applications for admission is greater than the published number (60) applications will be considered against the criteria below.

4.3 Application Process

Applications are to be made by **31st July 2016**. Your application for sixth form can be submitted through Help You Choose or Google Forms.

Help You Chose:

<https://helpyouchoose.org/index.cfm?fuseaction=search.courses&sid=159539&code=ormiston%20victory>

http://www.ormistonvictoryacademy.co.uk/wp-content/uploads/2014/05/2016_Sixth_Form_Application_Victory_Academy.docx

Google Form:

https://docs.google.com/a/ormistonvictoryacademy.co.uk/forms/d/1sJAPeIRuAVPTIGfBR2TeyVy6a5I_uSd8KCN_NMmhKlFM/viewform?c=0&w=1&usp=send_form

Please apply through either of these websites. Alternatively, you may click [here](#) to download a copy of the application form. Please email completed application forms to sixthform@ormistonvictoryacademy.co.uk.

All students will be invited to an interview and references will be requested.

Students who do not meet the entry criteria can discuss the courses that they want to follow with the Assistant Principal responsible for Sixth Form and may be given permission to join in exceptional circumstances.

Parents will have the right of appeal to an independent Appeals Panel if they are dissatisfied with an admission decision.

Offer letters are sent out within 14 days of the interviews taken place. The offer maybe conditional or unconditional, depending on the course.

4.4 Lord Nelson Sixth Form Entry Policy

Your choice of Sixth Form is an important one and we want to make sure we get it right for you. We have high expectations and it is essential that you choose the right courses to enable you to succeed. You should therefore refer to the entry requirements for both the level of qualification and each individual subject. Where you do not meet the requirements, but feel that there are good reasons why you should be allowed on the course; please feel free to come and discuss this with one of the Sixth Form team.

Level 3 Academic Entry Requirements

In order to follow an academic Level 3 programme of study you should have achieved five or more GCSE (or equivalent) Grade Cs or above, including English* and mathematics.

In addition you should have achieved the GCSE grades below to study the individual subjects of your choice.

A-Level Subjects	GCSE Requirement
Art	B in Art
Biology	B in Biology or BB in Double Science
Business A level	B in Business or B in English*
Chemistry	B in Chemistry or BB in Double Science
Computer Science	B in Mathematics
Design Technology	B in Art, Mathematics or Product Design
English Language	B in English*
English Literature	B in English*
Geography	B in English*, Geography or Mathematics
Health and Social Care	C in English*
History	B in English* or History
ICT	C in ICT or a B in Mathematics
Mathematics	A in Mathematics
Media Studies	C in English*
Further Mathematics	A in Mathematics
Physics Education A level	B in English and a C in Science.
Physics	A in Physics or BB in Double Science and an A in Mathematics. Students should also be studying AS Mathematics.
Psychology	B in English* and a C in Biology and Mathematics
Philosophy and Ethics	B in English*
Sociology	B in English*

* Please use the highest grade from either English language or English literature.

Level 3 Vocational Entry Requirements

In order to follow an vocational or mixed Level 3 programme of study you should have achieved five or more GCSE (or equivalent) Grade Ds or above, including English* and mathematics. Those students without a C in English or mathematics, will take a level 2 qualification in these as part of their studies.

In addition you should have achieved the GCSE grades below to study the individual subjects of your choice.

Vocational Subjects	GCSE Requirement
Applied Science	D in English* and Mathematics
Beauty	Individual interviews with Head of Beauty
Business (BTEC)	D in English* and Mathematics
Childcare	C in English* and Mathematics
Interactive Media	D in English*
Sport	D in English*
Performing Arts	C in Performing Arts or interview with Director of Performing Arts

Level 2 Entry Requirements

We have a range of Level 2 courses available. To find out more about entry requirements and information on these, please speak to a member of the sixth form team.

Year 13 Entry Requirements

In order to progress from AS to A-Level courses, students should achieve the minimum of a grade C in their AS-Level qualification.