

# Ormiston Victory Academy

## Secondary School Admissions policy

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### Policy Version Control

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Description of changes from the model policy (if any)	2.2 Eligibility criteria  3 Secondary Admissions

# Ormiston Academies Trust

## Secondary School Admissions policy

### Policy Version Control

Policy type	Academy Model Policy
Policy prepared by (name and department)	Nicki Wadley – Head of Governance
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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 2019 to August 2020. 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

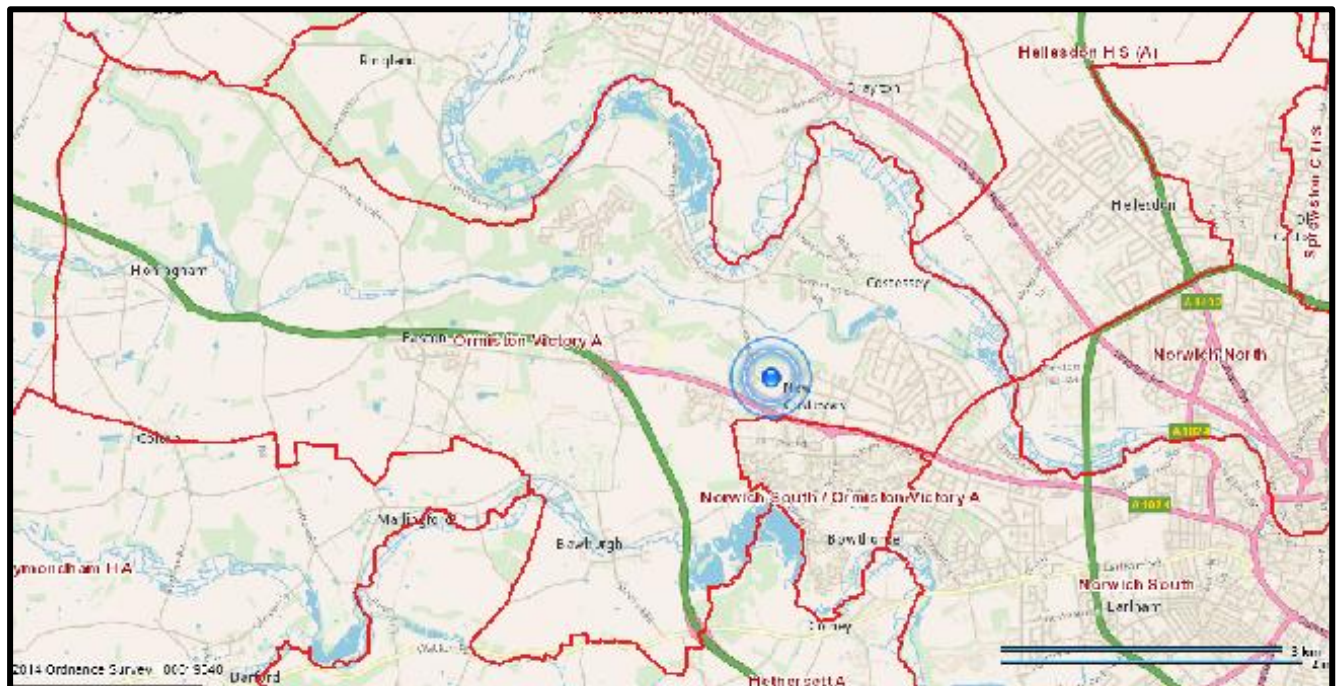
This is the straight line distance between the academy main gate and the child's home address (front door). The measuring system used is the LA computerised system for ordinary admissions.

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



#### Catchment Feeder Schools

- 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

In line with The Schools Admissions Code 2014 ("the Code") Ormiston Victory Academy will respond to applications for children coming from overseas in accordance with European Union law or Home Office rules for non European Economic Area nationals. Ormiston Victory Academy will not refuse a school place simply because of doubts about the child's immigration 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 from the start of the academic year. 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 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.

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: pa@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](mailto: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 2019/2020 academic year begin 10 September 2018.

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

#### Important dates

1. 11 September 2018 – Admission round opens. Letters and application forms distributed to schools and given to Year 6 pupils
2. 31 October 2018 – All applications must be received by NCC by this date
3. 6 February 2019 – Coordination scheme applied. No changes can be made to applications after this date
4. 1 March 2019 – 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.admissiononline.norfolk.gov.uk](http://www.admissiononline.norfolk.gov.uk)
5. 20 March 2019 – closing date for appeals and late applications
6. 3 April 2019 – Mini admission round. All late applications are considered on this date
7. May/June 2019 – Appeal hearings
8. 31 December 2019 – 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 and/ or attending a catchment feeder school. 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.
4. Distance will be used as the last criterion for families who don't fit into 1, 2 or 3 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](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

The process detailed in this section is for admissions for sixth form admissions. For further information on this process please contact Richard Timm, Head of Sixth Form on [sixthform@ormistonvictoryacademy.co.uk](mailto:sixthform@ormistonvictoryacademy.co.uk)

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

### Number of spaces

The academy has agreed published admission number of up to 100 external applicants per year.

### Application process

Applications for the 2019/2020 academic year begin on 10<sup>th</sup> September 2018. The closing date for applications for this year is 31<sup>st</sup> July 2019.

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](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\\_uSd8KCNlNMmhKlfM/viewform?c=0&w=1&usp=send\\_form](https://docs.google.com/a/ormistonvictoryacademy.co.uk/forms/d/1sJAPeIRuAVPTIGfBR2TeyVy6a5I_uSd8KCNlNMmhKlfM/viewform?c=0&w=1&usp=send_form)

Please apply through either of these websites. Alternatively, you may download a copy of the application form from our website or by contacting the academy. Please email completed application forms to [sixthform@ormistonvictoryacademy.co.uk](mailto:sixthform@ormistonvictoryacademy.co.uk).

The application process is the same for existing academy students and for those who are transferring from another school/academy.

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.

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.

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

Late applications will only be considered where there are a surplus of places in the academy / course(s) applied for once the oversubscription criteria has been applied.

### Selection criteria

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 discuss this with one of the Sixth Form team.

All existing academy students seeking transfer to our sixth form, and all external students seeking admission to the our sixth form, will need to have the same minimum academic qualifications for entry.

### 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 5's 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	6 in Art - GCSE Art is compulsory
Biology	7 in Biology or 7-7 in Double Science
Business A level	5 in English and Maths with Business studies or 6 in English and Maths
Chemistry	7 in Chemistry or 7-7 in Double Science
Computer Science	7 in Mathematics or Computer Science
Design Technology	6 in Mathematics and 5 in Science. GCSE DT preferable
English Language	6 in English*
English Literature	6 in English*
English Language & Literature Combined	6 in English*
Film Studies	6 in English*
Further Mathematics	8 in Mathematics - students should also be studying Mathematics GCE
Geography	6 in Geography – GCSE Geography is compulsory
History	6 in History – GCSE History is compulsory
Law	6 in English*
Mathematics	7 in Mathematics
Physical Education A level	6 in English* and a 5 in Science.
Philosophy and Ethics	6 in English*
Physics	8 in Physics or 7-7 in Double Science and an 8 in Mathematics Students should also be studying Mathematics GCE
Psychology	6 in English*
Sociology	6 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 5s or above, including English\* and mathematics. Those students without a grade 4 or above 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	5 in English* and Mathematics
Beauty Therapy	5 in English* and Maths. Individual interviews with Head of Beauty
Business (BTEC)	5 in English* and Mathematics
Childcare and Education	5 in English* and Mathematics
Creative Digital Media	5 in English* and Maths
Information Technology	5 in ICT or 4 in Maths
Performing Arts	5 in Performing Arts, English*, Maths. Interview with Director of Performing Arts
Sport	5 in English* and Maths

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

## 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.

### Oversubscription criteria

If the academy receives more applications that meet the selection criteria above than there are available places, priority for admission will be in line with 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.
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.
4. Distance will be used as the last criterion for families who don't fit into 1, 2 or 3 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. We will also consider whether it is appropriate to place a student in the class late based on the learning that has been missed. If the student is transferring from another sixth form and was doing an equivalent course this will be taken into account in deciding whether a place can be offered.

In-year admissions forms can be obtained from the Sixth Form, please contact [sixthform@ormistonvictoryacademy.co.uk](mailto:sixthform@ormistonvictoryacademy.co.uk) to arrange a meeting.

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 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.

(Note – no changes required for the Admissions for the Academic Year 2019/2020)

## Appendix I

(Amend for relevant year)

### OAT Admissions Policy Adoption Process (for all OAT academies)

#### Autumn Term (for the Admissions for the Academic Year 2018/19)

- July 2016 Admissions process/policy for admission in the Academic Year 2018-19 approved by the Trustees  
September 2016 policy sent to schools by the Governance Team and discussed at first Regional Director meeting for adoption by LGBs
- All academies **MUST** adopt the policy in its totality as it is the OAT agreed admissions policy. There are sections that allow for individual aspects of admissions to be added (such as fair banding)
- The personalised policies for each Academy **MUST** be returned to the OAT safeguarding and compliance coordinator for checking against the Admissions code by the end of September 2016
- Any requests by academies that do not sit within the policy have to go for approval to the Trustees Sub-committee (November)
- OAT HQ will contact each Academy **NO LATER** than the 1<sup>st</sup> December to ratify your individualised policies
- 2016 All academies to agree to a **FULL** consultation on the OAT admissions policy (and thereafter every 7 years if there is no changes each year)

## Consultation Process

### 1st October 2016

The earliest date that academies can begin a consultation period.

### 1<sup>st</sup> December 2016

The latest date when OAT HQ will return individualised admission policies for approval

### 20th December 2016

The last possible date that schools can begin the consultation period in order to consult for the required six weeks and complete the process by the deadline of 31st January 2017.

### 31<sup>st</sup> January 2017

Any feedback from the consultation that is of importance with regards requested changes communicated to OAT HQ through the safeguarding and compliance coordinator as we would have to seek Trustee approval

### 28th February 2017

The deadline for LGBs, determining (finalising) the academy's admissions policy.

### 28th February 2017

The deadline by which academies **MUST** publish their appeals timetable for the academic year 2018-19 on the academy's website

### 15th March 2017

The deadline by which academies **MUST**:

Send the determined policy for 2018/2019 to their local authority [Diocese]

Publish the determined policy for 2018/2019 on the academy's website

## What constitutes Consultation?

Consultation involves sending out the academy's proposed admission policy **before** it is determined to invite comments or objections. Academies **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 academy **MUST** also publish a copy of their full proposed admission arrangements on their website together with details of the person within the academy to whom comments may be sent and the areas on which comments are not sought. Academies **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.

# Appendix 2

## Template consultation letter

Date

Dear Sir/Madam

Proposed Change to Admissions Arrangements at Ormiston Victory Academy.

The Governors of Ormiston Victory Academy are consulting on proposed changes to their admissions arrangements.

The proposed changes would take effect from the beginning of the academic year **date**. The changes to the policy are:

- Details of the measuring system used - page 5
- Clarification of the oversubscription criteria – page 8
- Sixth Form external published admission number – page 10
- Sixth Form application process – page 10
- Sixth form selection criteria – page 11
- Sixth Form oversubscription criteria – page 12

The aim of these changes are to bring the academy in line with the Ormiston Academies Trust agreed admissions policy and ensure that the arrangements continue to be appropriate and that they comply with all the relevant requirements.

The full admissions policy and details relating to the consultation are available on the schools website – [\[Insert a link to website\]](#)

The consultation will run from **insert date**. If you wish to comment on the proposed changes please contact the academy at the above address or via e-mail to: [pa@ormistonvictoryacademy.co.uk](mailto:pa@ormistonvictoryacademy.co.uk)

Yours Sincerely

*Naomi Palmer - Principal*