

# Admissions Policy September 2018



ARCHBISHOP  
SENTAMU  
ACADEMY

*Church of England*

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The Next Review date is September 2025

Approved by Sentamu Academy Learning Trust, Board of Trustees on 5 December 2016

# Archbishop Sentamu Academy

## Christian Aims and Values

### Values

Inspired by God: Father, Son and Holy Spirit we **Aspire** to be a community founded upon mutual trust where everyone is loved for who they are. We seek to **Serve** others by putting their needs before our own and believe that working together, with God's help, we can **Achieve** more than we could alone.

As a Church of England Academy, our core values are trust, love and community:

- **Trust** is essential to human life and lies at the heart of all successful relationships. With wisdom and understanding, we can learn to trust. We aim to do this by being reliable and not letting others down. In this way we, can help each other feel safe;
- Jesus has shown us love. We try to reflect that **love** to those around us by being sensitive to the needs of all members of our Academy community;
- We aim to be an inclusive **community**. Each person is needed, valued and important. When things go wrong we will forgive each other and make a fresh start. We will share what we have with those in need and try to treat others as we would like them to treat us.

### Aims

As a Church of England Academy we aim to:

- Treat students, staff and visitors with respect;
- Incorporate and promote the values behind the academy motto; Aspire, Serve, Achieve in all we do;
- Instill a sense of self-worth and value in every student;
- Encourage student participation in the planning and the running of our Academy wherever possible;
- Encourage religious literacy as a way of interpreting the world around us;
- Encourage, challenge and support every person to achieve his or her potential.

# Archbishop Sentamu Academy

## Admissions Statement of Policy

### PROPOSED ADMISSION ARRANGEMENTS

#### 1. Arrangements for admission to 11-16 Provision

Archbishop Sentamu Academy has a published admission number of 270 pupils for admission to Year 7, the admission number of pupils for Years 8 -11 are 240 per year group.

The admission arrangements for the Archbishop Sentamu Academy for the year 2018/ 2019 and for subsequent years (subject to any changes approved following future consultation) are as follows:

#### 2. Process of application

Applications for places at the Academy will be made in accordance with the Local Authority's (LA's) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Hull City Council. (This form is also available on our website). It will use a timetable for applications each year, which, whenever possible, will fit in with the common timetable agreed by Hull City Council (please see Local Authority admissions booklet) and which will comply with the School Admissions' Code and the Academy's Funding Agreement.

- a. By September - The Archbishop Sentamu Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b. October – application forms to be completed and returned to the LA to administer (the closing date for secondary school applications is the 31<sup>st</sup> October or nearest working day to this date in October for admission to Year 7 in September 2018);
- c. February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents. The Academy applies its oversubscription criteria (see Paragraph 4 below);
- d. 1<sup>st</sup> March offers made to parents by the LA.

Please note that we welcome visits by appointment from parents at any time during the process.

### 3. Consideration of applications

The Archbishop Sentamu Academy will consider all applications for places. Where fewer applications than the published admission number are received, the Academy will offer places to all those who have applied.

### 4. Procedures where the Archbishop Sentamu Academy is oversubscribed

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 statements of Special Educational Needs or Education, Health and Care plans (EHCPs) where the Archbishop Sentamu Academy is named on the statement or EHCP, the criteria will be applied in the order in which they are set out below:

- a. Looked after children and previously 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 at the time of making an application to a school. Previously looked after children are 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.);
- b. Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion must be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis (see Paragraph 5 Note i below);
- c. Pupils attending the SALT feeder primary schools;
- d. Admission of pupils on the basis of proximity to the Academy **within Zone A**, please see Appendix attached to Policy. Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address – see Paragraph 6 Note ii below);
- e. Admission of pupils who have one or more siblings currently attending the Academy and who will continue to do so on the date of admission (see Paragraph 7 Note iii below);
- f. Admission of pupils on the basis of proximity to the Academy **within Zone B**, please see Appendix attached to Policy. Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address – see Paragraph 6 Note ii below);
- g. Any other pupils, with priority given to those living nearest the Academy (see Paragraph 6 Note ii below).
- h. Where in any category there are more applicants than there are places available, the places will be allocated within that category on the basis of proximity to the Academy as set out at

4(d) (f) and (g) above (see Note 6ii below). Final Tie-breaker - if proximity to the Academy does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.”

There will be a right of appeal to an Independent Appeals’ Panel for unsuccessful applicants. Parents who wish to appeal should fill in a form available either on our website or at the Academy, and return it to the Academy addressed to the Chair of Governors. The Council’s Democratic Service will then arrange for an Independent Appeals’ Panel to be convened.

## **5. Note (i) Medical Factors:**

Supporting evidence for applications under the provisions should set out the particular reasons why the Academy is the most suitable school for the pupil to attend and the difficulties it would cause if the pupil had to travel to another school. The Academy may make contact with the District Medical Officer for independent information regarding the medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

## **6. Note (ii) Definition of Permanent Home Address**

The child’s permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence – such as a council tax bill – can be requested at any time throughout the admissions process. If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

## **7. Note (iii) Definition of ‘sibling’:**

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- a. have one or both natural parents in common;
- b. are related by a parent's marriage;
- c. are adopted or fostered;
- d. their parents are married/co-habiting and children live together in the same household;
- e. they are children of the same household.

## **8. Operation of waiting lists**

- a) Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Archbishop Sentamu Academy receives more applications for places than there are places available, a waiting list will operate until 31<sup>st</sup> December at the end of the term after the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application.
- b) Children’s position on the waiting list will be determined solely in accordance with the

oversubscription criteria set out in paragraph 4a-h above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The date of application is not relevant to determining a child's position on the waiting list.

Admission outside the child's normal age group:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health. Parents requesting admission out of the normal age group must put their request in writing, addressed to the Principal at the Academy, together with any supporting evidence that the parent wishes to be taken into account. The Academy will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and, where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Academy will also take account of the views of the Principal. When informing the parent of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for the decision.

Where the Academy agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the Academy) the local authority and the academy must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of the oversubscription criteria where applicable. The Academy must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

## **9. Arrangements for admission to Post-16 provision**

- a. The Academy admits at Year 12;
- b. The Academy operates a Sixth Form for a total of 200 students (full-time equivalent), 100 of whom will be able to enrol in Year 12 (the Year 12 'capacity');
- c. The admission number for Year 12 is 10. This is the number of places that will be offered on an annual basis to eligible external applicants;
- d. If fewer than 90 (full-time equivalent) of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 100. If the Academy decides that it is able to admit above the published admission number, it will notify the local authority";
- e. To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum academic entrance requirements for Year 12. The academic requirements will be based on GCSE grades or other measure of prior attainment. The Academy will also publish academic entry requirements for

each course available based on GCSE grades or other measure of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website. Students meeting the minimum academic entry requirements but failing to meet the grades for their preferred course option will be offered alternative courses; information is available on the academy's website;

- f. If either internal or external applicants meet the minimum academic entry requirements but fail to meet the minimum course requirements, they will be given the option of pursuing any alternative course for which they do meet the minimum academic requirements;
- g. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and in the LA's admissions booklet;
- h. When the Year 12 is undersubscribed, all applicants for Year 12 meeting the minimum academic entry requirements will be admitted. All students on roll must either apply using the Common Application Process or complete the Sixth Form Application Form by the published date.

### **Procedures where the Archbishop Sentamu Academy is oversubscribed in relation to its Post-16 provision**

Where the number of applications for admission from applicants meeting the minimum academic entry requirements is greater than the Published Admissions Number, applications will be considered against the criteria set out below:

(In connection with (a), (b) and (c) below, please see relevant comments at 4 above)

- a. Children in public care;
- b. Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis (see Paragraph 5 Note i below);
- c. Admission of pupils on the basis of proximity to the Academy. Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address – see Paragraph 6 Note ii below).

There will be a right of appeal to an Independent Appeals' Panel for unsuccessful applicants and those existing Archbishop Sentamu Academy students refused progression into the Sixth Form. Parents who wish to appeal should fill in a form available either on our website or at the Academy, and return it to the Academy addressed to the Chair of Governors. The Council's Democratic Service will then arrange for an Independent Appeals' Panel to be convened.

### **5. Note (i) Medical Factors:**

Supporting evidence for applications under the provisions should set out the particular reasons why the Academy is the most suitable school for the pupil to attend and the difficulties it would cause if the pupil had to travel to another school. The Academy may make contact with the District Medical Officer for independent information regarding the medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

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## **7. Operation of waiting lists**

- a. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Archbishop Sentamu Academy receives more applications for places than there are places available, a waiting list will operate until the end of the term after the admission date. This will be maintained by the Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application;
- b. A student's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out previously. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **8. Annual Procedures for Determining Admission Arrangements**

### **i. Consultation**

The Archbishop Sentamu Academy will consult on proposed changes to its admission policy and arrangements by 31<sup>st</sup> January in accordance with the School Admissions Code.

The Academy will consult with:

- a. The York Diocesan Board of Education;
- b. Hull City Council;
- c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d. Any other governing body for primary and secondary schools (as far as not falling within paragraph c) located within the relevant area for consultation;
- e. Affected admission authorities in neighbouring LA areas;
- f. Parents.

### **ii. Publication of admission arrangements**



The Archbishop Sentamu Academy will determine its admission arrangements by 28<sup>th</sup> February each year and will publish its admission arrangements each year once these have been determined, by:

- a. Copies being sent to primary and secondary schools in Kingston upon Hull LA;
- b. Copies being sent to the offices of Hull City Council;
- c. Copies being made available to the York Diocesan Board of Education;
- d. Copies being sent to public libraries in the area of Kingston upon Hull LA for the purposes of being made available at such libraries for reference by parents and other persons;
- e. Publishing a copy on the Academy website.

**iii. 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 applications for those places in the previous year;
- e. Arrangements for hearing appeals.

**Statement of Policy Review**

The Academy will consult on its admissions as required under the Schools Admissions Code. Future consultations will only take place every seven years unless changes to the Admissions Arrangements are proposed.