



NEWMARKET ACADEMY

## **ADMISSIONS POLICY**

**2017 – 2018**

**February 2016**

|                                 |                                   |
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| <b>Policy Title</b>             | <b>Admissions Policy</b>          |
| <b>Policy Created / Amended</b> | <b>10<sup>th</sup> March 2016</b> |
| <b>Policy Ratified</b>          | <b>10<sup>th</sup> March 2016</b> |
| <b>Policy Review Date</b>       | <b>February 2017</b>              |

## INTRODUCTION

Parents should note that for Suffolk Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the 31<sup>st</sup> October for admission into Year 7.

Please note that this policy does not apply to sixth form admissions: please see our separate sixth form policy.

## PUBLISHED ADMISSION NUMBER

The Published Admission Number (PAN) for 2017-18 is 180.

## PROCEDURES FOR ADMISSION

Although the Academy will decide its own admissions, the local authority co-ordinates all admissions to the normal year of entry in its area, and will communicate all admission decisions to parents. In-year applications should be made directly to the Academy.

Procedures for applying to Newmarket Academy are explained in the publication Admission to Schools in Suffolk. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to Newmarket Academy admission arrangements unless stated otherwise in this document.

Applications must be made using the Suffolk Normal Year of Entry Application Form (CAF1), which is available from Suffolk County Council on 0345 600 0981 or Newmarket Academy. **No completed forms will be accepted at the school.**

The deadline for ordinary Year 7 admissions will be that published in the Admission to Suffolk Schools Publication. This date is the 31<sup>st</sup> October.

As required by the Regulations of 2006 the school will give top priority to applications on behalf of 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).

## Definitions and Details

### Catchment Area

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 on 0345 600 0981 (local rate).

## **Sibling**

Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are 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.

## **STUDENTS WITH STATEMENTS OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION, HEALTH AND CARE PLANS**

Students with a statement of Special Educational Needs or an Education, Health and Care plan that name the Academy will be admitted.

## **OVERSUBSCRIPTION**

- 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).
- 2 Siblings (children who are brothers and sisters, or who live as a family at the same address) of pupils who are 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.
- 3 Children who are **ordinarily resident** in the catchment area. Children who live nearest to the school. We will measure the distance by a straight line ('as the crow flies'). 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) we will measure to a single point within that building irrespective of where those homes are located.
- 4 Children who live outside the school's catchment area. Children who live nearest to the school. We will measure the distance by a straight line ('as the crow flies') as shown in criterion 3.

## **Distance tie-breaker**

It is possible that the PAN of the Academy will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or

more applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line.

In the unlikely event that two applicants competing for a single place at a 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.

## **Home Address**

### **Ordinarily resident**

By “ordinarily resident” we mean the place where your child usually lives. We may need proof of this address. We will not treat your child 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.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

### **Admission of children out of their normal age group**

Parents of Gifted and Talented children, or those who have experienced problems or missed out of a year, for example due to ill health, can seek places outside their normal age group. Decisions will be made on the basis of individual circumstances of each case. It is expected that children will normally be educated within their chronological year group. However, when requested to do so by the parent, the Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the School Admissions Code.

Parents or carers should make a request to the Academy Trust in writing. This will need to include, where relevant, any supporting evidence. The Academy Trust will make a decision on the request, taking into account the views of the Headteacher.

We will write to the parent or carer with the outcome including the reasons for the decision. If the request is refused, details of how to complain will be given. A CAF1 application form must be sent to the Local Authority along with the decision letter(s) from the own admissions authority school(s) and other relevant evidence by the national closing dates. Even if the request is agreed there is no guarantee there will be a place available.

### **Multiple births**

The Academy's policy is not to separate multiple births. If the final place available 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 at the same school.

### **Waiting Lists and in year admissions**

If your application for a place at Newmarket Academy in the normal year of entry is refused, your child's name will automatically be placed on a waiting list. Names are placed on the waiting list in the priority order set out in the admissions oversubscription criteria (above).

The order of children does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list, particularly if you move into or out of the Academy's catchment area. Written evidence of this will be required.

Having your child's name on a waiting list will not affect your right to appeal.

Late applicants will be added to the waiting list in oversubscription priority order if they are refused a place at the Academy.

If a place becomes available, we will offer it to a child on the waiting list in priority order. We do not offer places on the basis of the date on which names were placed on the list.

The waiting lists will cease to operate at the end of the first full week of the spring term.

We do not hold waiting lists for in-year applicants.

### **RIGHT TO APPEAL**

**When an applicant is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel from the Samuel Ward Multi Academy Trust. Information on how to appeal will be sent in the refusal letter.**