



ADMISSIONS POLICY

2019 - 2020

Policy Title	Admissions Policy
Policy Created / Amended	January 2018
Policy Ratified	At the LGB meeting of 22nd March 2018
Policy Review Date	January 2019 (to be sent to admissions by end Feb 2018)

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 31st October for admission into Year 7.

PUBLISHED ADMISSION NUMBER

The Published Admission Number (PAN) for 2019-20 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 31st 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. 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. You can also obtain a copy of the map or list from the Admissions Team on 0345 600 0981 (local rate).

Sibling

Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the sixth form. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

Home Address Ordinarily resident

Ordinarily resident: By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, 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). Separate evidence in writing from each parent must be provided 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 at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state 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.

STUDENTS WITH AN EDUCATION, HEALTH AND CARE PLAN

Students with 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: Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the sixth form. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion. 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. Using the criteria of 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. Using the criteria of 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.

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 Principal. 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 on 31st December.

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.