



Admissions policy for the 2023/24 academic year

Following the consultation period October- December 2021

(Including the new changes in the September 2021 School Admissions Code)

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Associated documents:	
<ul style="list-style-type: none"> • School Admissions Code 2014 • School Admissions Code 2021 • School Admission Appeals Code 2012 • Equality Act 2010 • Human Rights Act 1998 • School Standards Framework Act 1998 	<p>New Admissions Code 2021 has Changes within this policy to:</p> <p>5.1.1 Oversubscription Criteria (Vulnerable Children)</p> <p>3.1, 3.2, 3.3 ,3.4 In Year Admissions</p> <p>4.1 PAN</p> <p>Appendix 4 : New In Year Admissions Application Form</p>
Links to:	
<ul style="list-style-type: none"> • Equalities policy 	

To be approved by the Trust Board

Our Vision

We have one core purpose:

To have the biggest positive impact in the varied communities we serve through ensuring top drawer education for our learners. #TransformingLives

How do we ensure this across our trust?

In all we do we are

1. ethical to the core, ensuring that education is always front and centre
2. futures-focused system leaders – never simply followers
3. collaborative in every endeavour
4. resolutely learner centred.

What does this look like across our trust?

Education

We are

1. ruthlessly ambitious for all who learn and work with us
2. unwaveringly inclusive – determined on eradicating barriers to educational success
3. committed to excellent teaching
4. determined upon academic excellence for all in our communities
5. compassionate, ethical and caring advocates for all in our communities
6. outwardly facing and globally conscious.

Operations

We are

1. committed to the very best people development and empowerment
2. determined to shout loudly and share proudly our successes
3. the best professional and technical experts (supporting education) in the sector
4. committed to the very best understanding and management of risk.

Financial

We are

1. providing the best possible public service for the best possible value
2. determined to supplement our public income with shrewd income generation
3. building financially sustainable models of educational improvement in our communities
4. demonstrably efficient in all we do.

Our values

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values.
- We will develop the very best leaders of the future, working to improve education and transform lives.
- We will adhere unwaveringly to the ‘Nolan Principles’ of Public Service, which is made clear in our commitment to Ethical Leadership.

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Statement of intent

Our academies are inclusive organisations and we welcome applications from pupils and learners of all backgrounds and abilities.

In keeping with our commitment to ethical leadership, we are determined to ensure that, wherever possible, parents are able to secure a place at one of our academies if they wish to have one. We are firmly committed to serving the needs of all those who live within the communities which are served by our academies.

We also want our admissions policy to be accessible and easy to follow for everyone. We welcome feedback on this policy – both how it is written and how it is implemented – at any time.

1 Legal framework and guiding principles

1.1 Academy Transformation Trust is a multi-academy trust consisting of academies in the East and West Midlands and in the East of England. The Directors of the Trust are the admissions authority for all our academies and they apply all aspects of the regulation and procedure detailed in this policy fairly and equally to all those who wish to attend one of our academies.

1.2 This policy has due regard to

- the School Admissions Code 2014
- the School Admission Appeals Code 2012
- the Equality Act 2010
- the Human Rights Act 1998
- the School Standards Framework Act 1998

and any regulations thereunder.

Further information on the regulations related to academy admissions can be found at <https://www.gov.uk/guidance/academy-admissions>.

1.3 All children whose statement of special educational needs or education health and care plan names the academy must be admitted (following paragraph 1.6 of the School Admissions Code, December 2014). Information on each academy's SEN local offer can be found on the academy's website.

1.4 Where fewer applications are received than the number of places available for a relevant age group (i.e. the normal age that pupils are admitted to the academy) then all applicants will be offered a place.

1.5 Where there are more applications than places for a relevant age group then the oversubscription criteria detailed in paragraph 5.1 below will be used to determine which children are offered a place.

1.6 The Local Academy Committee for each academy has responsibility, on behalf of the Directors of the Trust, for monitoring the application of this policy to ensure fairness and consistency across the Trust.

1.7 For the purpose of this policy, 'working days' are considered to be days when the relevant academy is open to pupils.

2 How to apply for a place in one of our academies

- 2.1 If you are applying for a place during the normal admissions round, you should use the Common Application Form (CAF) provided by the local authority for the area in which you live (known as your 'home' local authority).
- 2.2 The 'normal admissions round' is an application to start at the academy in the appropriate age group and when other children are normally admitted. Please see section 3 below for details regarding in-year admissions and section 11 for our policy in regard to other specific circumstances.
- 2.3 Not all local authorities refer to the application form as a CAF and many now provide the option to apply online. You should check the application process for your home local authority by visiting their website and ensure you submit your application *either* in writing *or* online (i.e. not *both*). For the purposes of this policy, this type of application process will be referred to as 'CAF submission'.
- 2.4 The deadline for applications during the normal admissions round (i.e. to take up a place in September 2023) is:
- *31 October 2022* for admissions into Year 7 and Year 12
 - *15 January 2023* for admissions into Reception and Year 3.
- 2.5 Applications received after the deadline will be treated as late applications and will be considered in accordance with the relevant home local authority's 'co-ordinated scheme' (details of this are also available from your home local authority's website).
- 2.6 Applications submitted later than the start of the academic year (i.e. after 1 September 2022) must be submitted as an 'in-year admission' (please see section 3 below).
- 2.7 For admission into all other year groups (i.e. other than those mentioned in paragraph 2.4 above) or after the deadline please see section 3 below.

3 In-year admissions

- 3.1 In-Year admissions occur when an application for admission is made outside the 'normal admissions round'. From 1 September 2021 all in year admissions will be conducted by individual ATT academies.
- 3.2 ***In the case of ALL Academies***, initial applications for in-year admissions should be made directly to the academy and will be considered by a panel of 3 members consisting of a senior member of staff in charge of admissions in the academy together with 2 others from amongst
- a local governor
 - a trust leader
 - an external admissions consultant.

The details of the in-year application process are available using the in year admissions application form available in Appendix 4, or by contacting the academy directly – the address of which can be found in Appendix 1.

- 3.3 ***In the case of all in year admissions***, applications for in-year admissions having been made directly to the academy for other years (not usual point of entry where PAN applies) it will be up to the admissions authority panel in the academy to determine if places are available or whether admissions would cause prejudice to the provision of an efficient education.
- 3.4 Each academy admissions panel will issue a decision on an individual admission within 15 working days following receipt of an application.

4 How many pupils will be admitted?

4.1 Each academy has set the number of pupils that will be admitted during the 'normal admissions round', this number is the Published Admissions Number (PAN).

NOTE: PAN therefore only applies to the usual point of entry in a school:

- Reception (primary school),
- Year 7 (secondary school) or
- Year 12 (6th form).

4.2 If the number of applications received for an academy exceeds the PAN then the oversubscription criteria will be used to determine which pupils are allocated a place.

4.3 The PANs for our academies are listed in Appendix 2.

5 Oversubscription criteria

5.1 If there are more applications for places than there are places available, we will give preference to children according to the following rules in this order of priority:

5.1.1 Looked after children and all previously looked after children i.e. Looked After Children -children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made;

Previously Looked After Children -children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order immediately following after being looked after. including those children who appear (to ATT, the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted in accordance with section 22 of the Children's Act 1989
State care is further defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit. (NOTE: The DfE will be providing non statutory guidance on this matter).

5.1.2 Siblings of current pupils, which, for the purposes of this policy, are defined as *children living permanently at the same address as a child attending the academy and either have one or both parents in common; are related by a parent's marriage; are adopted or fostered by a common parent or are related children who live at the same address whose parents are partners. This definition relates to the time of their admission (including children in the sixth form)*

5.1.3 Children of permanent staff of the Academy Transformation Trust Academy who have been employed at the Academy where the application for admission is made for 2 years or more at the time of application OR when a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the same academy.

5.1.4 Children who attend an ATT Primary Academy at the time of application to join a Year 7 Secondary ATT Academy, who are in the same geographical catchment area within the same local authority. With reference to present ATT academies this applies at the moment to:

Local Authority	Secondary Academy	Primary Academies
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Suffolk	Mildenhall	Great Heath Beck Row
Walsall	Pool Hayes	Jubilee North Walsall Caldmore
Norfolk	Iceni (Methwold)	Iceni (Hockwold)

5.1.5 ***In the case of the Queen Elizabeth Academy (Atherstone)***

Other children by catchment area (as defined by Warwickshire County Council) and then by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address *employing the measuring system used by the local authority*. Distances are measured 'as the crow flies' (i.e. a straight-line distance) from the child's property address point to the academy's property address point on the site where the child will predominantly be based.

5.1.6 ***In the case of all other academies***

Other children by distance from the academy, with priority for admission given to children who live nearest to the academy as measured using Ordnance Survey data to plot an address *employing the measuring system used by the local authority in which the academy is situated*. Distances are measured 'as the crow flies' (i.e. a straight-line distance) from the child's property address point to the academy's property address point on the site where the child will predominantly be based.

5.2 There are two situations which override the use of the oversubscription criteria detailed in paragraph 5.1 above:

5.2.1 Children who have a statement of Special Educational Needs or an Education, Health and Care Plan which names a specific school must by law be offered a place at that school (please see paragraph 11.5).

5.2.2 In the case of applications to sixth form provision, academic entry requirements may also be taken into account (please see paragraph 11.4).

6 Application of the oversubscription criteria

6.1 The address given on the application form will be used to assess whether another child attending the academy is living at the same address. The child's address will be compared to the addresses held in the academy's records.

6.2 The address given on the application form will be used to assess the straight-line distance between the child's property address point and the academy's property address point for the site where they will predominantly be based *'employing the measuring system used by the local authority in which the academy is situated'*.

6.3 Where a child lives with parents that have shared responsibility for the child, the 'address' of the child shall be considered to be the home at which the child resides for the majority of the school week.

6.4 The unit postal address or quartering area address will be used as the 'address' when considering applications from children of UK service personnel against the oversubscription criteria, provided that the application is accompanied by an Assignment Order that declares a relocation date and the address.

- 6.5 We will accept changes to the address up to the point of allocation (CAF submission) deadline.
- 6.6 If, following the application of oversubscription criteria, two or more applicants cannot be separated for the final place at an academy then random allocation will be used to determine the priority for that place. Where random allocation is used, the names of the applicants will be entered into a hat and a name will be selected from the hat by someone independent of the academy.
- 6.7 The exception to paragraph 6.6 above will be in the case where the applicants that cannot be separated live at the same address. In this case, the academy will admit them all.

7 When do I find out if my child has been offered a place?

- 7.1 If you have applied using the CAF and your application was submitted by the deadline you will receive notification from your local authority advising you of the school your child has been allocated. Notifications will be issued on:
- *1 March 2023* for Year 7 and Year 12
 - *16 April 2023* for Reception and Year 3.
- 7.2 For late applications made using the CAF you will receive a notification from the local authority advising you of the school your child has been allocated on a date in line with the local authority's policy on late applications.
- 7.3 Representatives of the academy or the Trust are unable to comment on any application prior to the above dates.
- 7.4 Once a place has been allocated at the academy, the academy's Principal will make contact with you to provide further details of the induction process.

8 What happens if I have not been allocated a place?

- 8.1 If your child has not been allocated a place at one of our academies then their name will be added to our waiting list. If a place at the academy becomes available children will be admitted from the waiting list (please see section 9 below).
- 8.2 You also have the right to appeal the decision (please see section 10 below).

9 Waiting lists

- 9.1 The academy will maintain a waiting list for each year group (this includes our academies having a nursery provision). Children are only added to the waiting list following an unsuccessful formal application to join the academy.
- 9.2 The waiting list for the normal admissions year group (relevant age group) will be cleared by the end of the first week of the spring term each year (***or in the case of our academies in Suffolk by 31 December***). The waiting list for all remaining year groups will be cleared at the end of June each year. If you would like your child to remain on the waiting list after these dates, you will need to reapply for a place at the academy.
- 9.3 Children are ranked on the waiting list in order of the oversubscription criteria detailed in paragraph 5.1 above.
- 9.4 Children allocated a place at the academy in accordance with the Fair Access Protocol (please see paragraph 9.5 below) will take priority over children on the waiting list.
- 9.5 The Fair Access Protocol is an agreement that allows hard to place children, for example those that have been permanently excluded, to be given a place before any oversubscription criteria are applied and before anyone is considered from the waiting list. Such children are

allocated places across all the academies within a local area. We are committed to participating in the Fair Access Protocol.

10 Appeals against admissions decisions

- 10.1 If you wish to appeal against a decision not to admit your child(ren) to one of our academies, you should complete the form in Appendix 3 and submit it to the address on the form.
- 10.2 For applications made on the CAF during the normal admissions round the deadline for submitting an appeal is:
- *16 April 2023* for applications to join Year 7 or Year 12
 - *20 May 2023* for applications to join Reception or Year 3.
- 10.3 For all other applications the deadline for submitting an appeal is twenty working days from the date of your notification letter.
- 10.4 Once you have submitted your appeal form we will acknowledge receipt of the form within five working days. We will then forward the appeal form to our admissions consultant who will organise for an appeal hearing to be heard by an Independent Appeals Panel and conducted in accordance with the School Admission Appeals Code 2012. There may be occasions when this may not be possible and in this case the Local Authority will be contacted to arrange an appeal.
- 10.5 The appeals hearing will take place prior to the end of the academic year for applications submitted during the 'normal admissions round'. For in-year admissions, the hearing will take place within thirty working days of our receipt of the appeal.
- 10.6 You will receive at least ten working days' notice of the appeals hearing date and additional information will be provided at this time.
- 10.7 If you miss the deadline for lodging an appeal, we will try, where possible, to hear your appeal within the same timeframe as if it had been on time. However, if this is not possible it will be heard at a later date.
- 10.8 There is no right of appeal for admissions to our nursery provision.

11 Specific situations and exceptions to the general principles in this policy

Applications for Reception

We will make arrangements for all children allocated a place at the academy to be admitted in September full-time. You can request that the date your child is admitted to the academy be deferred until later in the academic year or that your child attend the academy part time until they reach compulsory school age. Your child must be in attendance at the academy in the final term of the academic year for which the original application was accepted.

Applications for Year 3

If your child is due to finish infant school and you would like them to attend a school where Year 3 is not the lowest year group in the academy, then you should list the Primary Academy on your CAF and the application will be assessed as if you had made an in-year application (please see section 3 for more details).

Applications for Year 12

Applications for Year 12 can be made using the CAF, although you may also apply directly to the academy by contacting the relevant Head of Sixth Form, who will provide details on how to apply.

- 11.4 Entry to our sixth forms is dependent on meeting the academic requirements for your chosen courses, details of which can be obtained from the relevant academy. In a case where there are more applicants than places, the oversubscription criteria detailed in

paragraph 5.1 above will only be applied to those applicants who meet the academic requirements.

11.5 *Statements of Special Educational Needs and Education Health and Care Plans*

All children whose statement of special educational needs or education health and care plan names the academy will be admitted. These children will be admitted irrespective of the number of pupils in the academy and before the oversubscription criteria are applied.

11.6 *Applications for admission outside a child's normal age group*

It is expected that children will normally be educated within their chronological year group. However, parents or carers can make a request to the academy in writing for a place outside their normal age group. This will need to include, where relevant, any supporting evidence. We 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. This will take 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 to the academy will be given.

12 In-year admissions

12.1 In the first instance all applications for an in-year admission must be made directly to the academy of choice Please see paragraphs 3.1-3.4. The in year application form can be found in Appendix 4.

12.2 The addresses of all academies are shown in Appendix 1.

Appendix 1 – In-year admissions form - postal addresses

	In-year admissions form return address
Primary admission	
Iceni Academy, Hockwold	Main Street, Hockwold, Thetford IP26 4LP
Jubilee Academy	Tintern Crescent, Bloxwich, Walsall WS3 2SN
Kingsmoor Academy	Ployters Road, Harlow CM18 7PS
Beck Row Primary Academy	The Street, Beck Row, BURY ST EDMUNDS IP28 8AE
Ravens Academy	Nayland Drive, CLACTON-ON-SEA CO16 8TZ
Star Academy, Sandyford	Burnaby Road, Tunstall, STOKE-ON-TRENT ST6 5PT
Sun Academy	Caulden Avenue, Bradwell, NEWCASTLE-UNDER-LYME ST5 8JN
Great Heath Academy	Girton Close, Mildenhall, BURY ST EDMUNDS IP28 7PT
North Walsall Primary Academy	Derby Street, WALSALL WS2 7BH
Caldmore Primary Academy	Carless Street, WALSALL WS1 3RH
Phoenix Academy (Special)	Odell Road, Leamore, WALSALL WS3 2ED
Secondary admissions	
Bristnall Hall Academy	Bristnall Hall Lane, OLDBURY B68 9PA
Hathaway Academy	Hathaway Road, GRAYS RM17 5LL
Iceni Academy, Methwold	Stoke Road, Methwold, THETFORD IP26 4PE
Mildenhall College Academy	Sheldrick Way, Mildenhall, BURY ST EDMUNDS IP28 7JX
Sutton Community Academy	High Pavement, SUTTON-IN-ASHFIELD NG17 1EE
The Dukeries Academy	Whinney Lane, New Ollerton, NEWARK NG22 9TD
The Nicholas Hamond Academy	Brandon Road, SWAFFHAM PE37 7DZ
Westbourne Academy	Marlow Road, IPSWICH IP1 5JN
Pool Hayes Academy	Castle Drive, WILLENHALL WV12 4QZ
The Queen Elizabeth Academy	Witherley Road, ATHERSTONE CV9 1LZ

Appendix 2 – Academy PANs

	Admission Number
Admission into Reception	
Iceni Academy, Hockwold	20
Jubilee Academy	30
Kingsmoor Academy	60
Beck Row Academy	60
Ravens Academy	60
Star Academy, Sandyford	30
Sun Academy	30
Great Heath Academy	90
North Walsall Academy	30
Caldmore Primary Academy	52
	Admission Number
Admission into Year 7	
Bristnall Hall Academy	190
Hathaway Academy	150
Iceni Academy, Methwold	160
Mildenhall College Academy	210
Pool Hayes Academy	200
Sutton Community Academy	170
The Dukeries Academy	180
The Nicholas Hamond Academy	190
Westbourne Academy	224
Queen Elizabeth Academy	120

The number of places available in Year 12 for our academies is listed below. However, where an applicant meets the minimum entry requirements, we will exceed PAN if we are able to.

	Capacity
Admission into Year 12	
Bristnall Hall Academy	50
Iceni Academy, Methwold	100
Mildenhall College Academy	220
Pool Hayes Academy	100
Sutton Community Academy (Capacity 90)	80 internal plus 10 external
The Dukeries Academy (Capacity 150)	100 internal plus 50 external
The Nicholas Hamond Academy	75

Appendix 3 – Admission Appeals Form

To be posted to

Admissions appeals, Academy Transformation Trust, Unit 4, Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

or e-mailed to appeals@academytransformation.co.uk.

Admission Appeals

On receiving an admission appeal ATT will commission an independent panel to hear the appeal who are all both independent of the academy and the Trust. If this is not possible the local authority will be contacted to arrange an appeal.

Name of Academy appeal relates to:

Click here to enter text.

Section 1: Child's Details

Forename (s): Click here to enter text.

Surname: Click here to enter text.

Address:

Click here to enter text.

Date of Birth and Year Group: Click here to enter text.

Gender: Male Female

Section 2: Your Details

Title: (Mr, Mrs, Miss, Ms or other) Click here to enter text.

Surname: Click here to enter text.

Forename (s): Click here to enter text.

Relationship to Child: Click here to enter text.

Address:

Click here to enter text.

E-mail Address: Click here to enter text.

Telephone Number: Click here to enter text.

Mobile Number: Click here to enter text.

Do you need an interpreter? Yes No

If yes which language? Click here to enter text.

Please let us know if you have a disability or special need which would affect your ability to attend the meeting:

Click here to enter text.

Section 3: Oversubscription Criteria

1. Has your child a statement of Special Educational Needs or an Education, Health and Care Plan? Yes No
2. If yes to the above: Is this academy listed on your child's plan? Yes No
3. Is your child a looked after child or previously looked after child? Yes No
4. Is your child classed as IAPLAC (Internationally Adopted Pervious Looked After Child)? Yes No
5. Is another child registered at the same address in attendance at the academy? Yes No
 - a) If yes to the above: child's name: [Click here to enter text.](#)

If you have selected yes to questions 1, 2, 3 or 4 please provide evidence with your application.

Section 4: Reason for the appeal

Please provide as much detail as possible and include any evidence in support of your appeal with this form.

[Click here to enter text.](#)

Appendix 4 – In-year admissions application form



ACADEMY TRANSFORMATION TRUST IN-YEAR ADMISSIONS FORM
<i>Please complete this form and return to your preferred academy to request a school place</i>

Please note: Only people with parental responsibility, or professionals working with the family, such as social workers, should complete this form.

SECTION 1 – PERSONAL DETAILS OF CHILD

CHILD'S DETAILS		CURRENT HOME ADDRESS			
SURNAME		If you are moving house , please give your <u>new address</u> and the date of move Move Date:			
1 FIRST NAME					
2 MIDDLE NAME(S)					
MALE/FEMALE					
DATE OF BIRTH (DD/MM/YY)					
Current Year Group					
Current or last school name and phone number	Tel:				
Date school place is required		Is your child currently in school?	<i>Yes/No</i>	If No, date last attended school	
Do you intend to keep your child at their current school should your application be unsuccessful		<i>Yes/No</i>			
Do you wish to be added to the academy waiting list should this application be unsuccessful <i>Yes/No</i>					

SECTION 2 – SPECIFIC CRITERIA

Does your child fulfil any of the following criteria?	YES/NO
A child from the criminal justice system or a pupil referral unit who will need to be reintegrated into mainstream education	
A child who has been out of education for two months or more	
A Gypsy, Roma or Traveller child	
A refugee or asylum seeking child	
A young carer	
A child with special educational needs, disabilities or medical conditions (but without an Education, Health and Care Plan) - please give details here	

Does your child have a EHCP (Educational Health and Care Plan)? **Yes/No**

N.B. this does not include SEN support.

Is your child in the care of a Local Authority or a previously looked after child*? **Yes/No**

**For definition please see the admissions policy available on our website.*

If so, please give details below.

Is your child classed as IAPLAC (Internationally Adopted Previous Looked After Child)? **Yes/No**

Does your child have a Social Worker? **Yes/No**

If so, please give details below.

Name of Social Worker and contact details.	Name of Local Authority responsible for your child's care

If your child has a **sibling*** who is **already** attending the academy which you are applying for, please give details below in order to clarify family connections.

**For the definition of 'sibling' please see the over subscription criteria in our admissions policy, available on our website.*

Brother or Sister (full names)	Date of Birth	Year Group	Date started

SECTION 3 – ADDITIONAL INFORMATION

If you are applying for a Year 9, 10 or 11 place, please indicate below which course options your child is studying (please indicate exam board if known and the type of qualification e.g. GCSE, BTEC etc):

Please give a brief statement giving the reasons why you have taken the decision to change the school of your child in mid-year **AND** why you have requested this particular academy.

Does anyone else have **joint parental/guardianship responsibility** for this child other than the person completing the application, e.g. mother or father living at the same or a different address to the child? **Yes/No**

If yes please give details below

Name: Contact Number:

Relationship to child:

Address if different to child:

Are all parties in agreement with this move? Yes/No

If you would like us to liaise with a family worker or an interpreter please give their details:

Name.....Role/Position/Relationship.....

Contact Number.....

