

Student Admissions Policy 2022-23



T.E.A.M. Education Trust

Approved by:	P. Halcro on behalf of TEAM Education Trustees	Date: 27.4.21
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List of associated policies/documents:	School Admissions Statement (Appendix)	

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Version History

Version	Date	Detail	Author
1	30.5.20	Original document approved by Trustees	
2	29.4.21	Review of Policy to include additional definitions (clause 4), specific clauses for SEND schools are highlighted in purple, Allocation of Places (clause 7) re-structured to align to DCC processes (excluding Church schools) Review consultation noted for 7 years. Policy supported and agreed by DCC Admissions Service.	ABI

1. Scope

This policy relates to all schools and settings across T.E.A.M Education Trust. It may be augmented by local policies in each school that reflect their specific approach and processes in managing admissions; school specific arrangements are set out in each schools' Admissions Statement.

Stubbin Wood School & Nursery is a special school and the oversubscription criteria are specified separately.

2. Aims

This policy aims to:

- Explain how to apply for a place in T.E.A.M Education Trust school,
- Set out the school's arrangements for allocating places to the pupils who apply,
- Explain how to appeal against a decision not to offer your child a place.

3. Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our Funding Agreement and Articles of Association.

4. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions.

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

The term **brother or sister** includes:

- a. a half-brother and/or a half-sister
- b. a legally adopted child being regarded as a brother or sister
- c. a step-brother and/or step-sister residing in the same family unit

Living in the normal area is defined as the child having settled residence in a property which is the child's only or main residence. Documentary evidence, including proof of residence at the property concerned, may be required e.g. council tax/utility bills, sale/rental agreements.

The Trust and Trust Schools reserve the **right to withdraw** any offer of a school place which has been obtained as a result of misleading or fraudulent information.

Please note a place cannot be guaranteed for any child, even those living in a school's normal/local area.

An Educational Health Care Plan (EHCP) is a document prepared by the Local Authority and admission to the Trust's special school will be considered in light of this Plan.

5. How to Apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

Applications to a special school should be made in collaboration with the Local Authority and specified upon the child's EHCP.

6. Requests for Admission Outside the Normal Age Group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' views to include:

- Information 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the Principal and senior leaders.

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 7. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6.1 Children Below Compulsory School Age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. Allocation of Places

If your school uses banding to allocate places, you should use this section to set out the admission requirements and the process for such banding and decisions, including details of any tests that will be used to band children according to ability.

7.1 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place. In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Looked after children and 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).
2. Children living in the normal area served by the school at the time of application and admission who have brothers or sisters attending the school at the time of application and admission
3. Children living in the normal area served by the school at the time of application and admission

4. Children not living in the normal area served by the school but who have brothers or sisters attending the school at the time of application and admission
5. Other children whose parents have requested a place

When in the case of 2, 3, 4 or 5 above, choices have to be made between children satisfying the same criteria, those children living nearest to the school (measured by straight line distance) will be given preference.

7.2 Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the admission will be based on route measurement using a Geographic Information System (GIS) to measure the straight line distance. It is measured by a standard straight line distance calculated to within 2 metres. This measurement is taken from the postal address file, normally the house front door. For schools, the grid reference is taken from the postal address file and will normally be the centre of the school for primary phase schools or the nearest gate or entrance for secondary phase schools.

Priority will be given to children who live closest to the school. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

7.3 Late Applications

Applications received after the closing date will not be considered until all on-time applications have been processed.

8. In-year Admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 7 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

9. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals.

10. Procedures for Determining Admission Arrangements Consultation

In the event that TEAM Education Trust seeks to make amendments on its proposed admission arrangements, or on the date that is 7 years of the Policy implementation (June 2020), the Trust shall publically consult on its proposed admission arrangements as follows:

- a. Derbyshire County Council
- b. Any other admission authorities for primary & secondary schools located within the relevant area for consultation set by the local authority
- c. Any other governing body for primary and secondary schools (as far as not falling within paragraph b (above) located within the relevant area for consultation.

By 28 February The date by which the determined Student Admissions Policy should be approved by the Local Governing Body and reported to DCC.

By 15 March The Policy with any supporting Admission Statement will be shared on the school website.

11. Monitoring Arrangements

This policy will be reviewed and approved by the Trust Governing Board every 3 years, with a full review and consultation no longer than each 7 years to be completed by 28 February in the determination year (commencing June 2020).

Annually, the Trust will share the Policy with DCC no later than 28 February to confirm the arrangements for the student intake for the academic year commencing 18 months hence.