

Eaton Bank Academy

Arrangements for Admission 2019-20



Approved Monday 12th February 2018 by the Full Governing Body

Next review due February 2019

This policy will be reviewed every year or sooner in the light of operating procedures and/or changes in regulation and/or legislation.

Eaton Bank Academy Arrangements for Admission 2019-20

1) GENERAL

- a) Eaton Bank Academy is a successful and growing school, which attracts students from a wide geographical area.
- b) This admissions policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
- c) The Academy Trust will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code 2014 and the School Admission Appeals Code 2012 published by the Department for Education (“the Codes”) as they apply at any given time to Academies and with equalities law and the law on admissions as they apply to Academies. For this purpose, reference in the Codes or legislation to “admission authorities” shall be deemed to be references to the governing body of the Academy Trust.
- d) Notwithstanding the generality of paragraph 2 of this Annex, the Academy Trust will take part in any mandatory Admissions Forum set up by the local authority (“LA”) in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
- e) Parents who are interested in seeking a place for their child(ren) at Eaton Bank Academy may contact the Academy Office in the first instance. The staff in the Office can explain the arrangements for parents and prospective pupils to visit the Academy, before making a decision as to whether or not to apply for a place.
- f) Notwithstanding any provision in this Annex, the Secretary of State may
 - i) direct the Academy Trust to admit a named pupil to the Academy on application from a LA. Before doing so the Secretary of State will consult the Academy Trust;
 - ii) direct the Academy Trust to admit a named pupil to the Academy if the Academy Trust has failed to act in accordance with this Policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes;
 - iii) direct the Academy Trust to amend its admission arrangements where they fail to comply with the School Admissions Code 2014 or the Admission Appeals Code 2012.
- g) Eaton Bank Academy complies fully with the Equality Act 2010 and the School Admissions Code 2014 in relation to the arrangements for the admission of disabled pupils. Where the Academy is oversubscribed, all children are admitted in accordance with the published oversubscription criteria. Where a child is disabled the Academy will make reasonable adjustments and provide auxiliary aids or services where reasonable to ensure that no disabled child is placed at a substantial disadvantage compared to other pupils.

2) CO-ORDINATED ADMISSION ARRANGEMENT FOR SECONDARY SCHOOL

- a) Eaton Bank Academy complies with the relevant legislation, which requires all Local Authorities (LAs) to coordinate admissions arrangements in their areas, (see paragraph 4). Co-ordinated admission schemes provide a way for ensuring that every parent living in a Local Authority (LA) receives an offer of one, and only one, school place on the same day, usually 1st March.
- b) Academies, such as Eaton Bank Academy, act as their own admission authority, applying their own admission criteria. However, parents will have to complete only one application form and will receive their offer from the LA in whose area they live.
- c) Parents applying for secondary school places must apply on the Common Application Form (CAF) provided by their 'home' authority, i.e. the authority where they live. The exception to this would be if they are not resident in England whereupon applications for Eaton Bank Academy must be made to the Cheshire East School Admissions Service. The reason for this exception is that the statutory requirement for councils to coordinate applications for school places applies to all English local authorities only. For further information and advice contact the School Admission Service on 0300 123 5012.

3) ADMISSION INFORMATION

- a) The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group
- b) The Academy will consult on its admission arrangements and determine them in line with the requirements within the School Admissions Code 2014.

4) ADMISSION NUMBERS

The published admission number for this academy is 180 pupils per year in Years 7 – 11. Published admission numbers are established for each school in order to decide whether any age group within a school is full.

5) ADMISSION AND AGE GROUPS

Applications for admission, and any appeals, are normally considered in relation to the availability of places in the child's chronological age group, other than in exceptional circumstances.

6) ADMISSIONS OF PUPILS RESIDING OUTSIDE THE BOUNDARIES OF CHESHIRE EAST

- a) Pupils residing outside the boundary of Cheshire East are offered places on the same basis as Cheshire East pupils. However, applications on their behalf for a place at this academy must be made using an application form from their home LA which will make the necessary arrangements with Cheshire East LA.

- b) All preferences must be in writing and those meeting the criteria for this academy will be met except where this would prejudice efficient education or the efficient use of resources, e.g. if the year group in question is full.

7) ALLOCATING PLACES

- a) In considering applications for places at Eaton Bank Academy where the number of preferences received exceeds the number of places available (i.e. the published admission number) preferences will be considered in accordance with our published oversubscription criteria.
- b) 'Relevant age group' means 'normal point of admission to the Academy; for example, Year 7 and Year 12.
- c) Oversubscription Criteria
- i) 'Looked after children' or 'previously looked after children.' This is a child who is or has been in the care of a local authority or provided with accommodation by that authority (as defined in section 22 of the Children Act 1989).
- ii) Siblings – pupils with brothers or sisters, (including step-brothers or step-sisters, half-brothers or half-sisters if they are living together as part of one household), already attending the preferred school, and expected to continue at the Academy in the following school year. A pupil admission request will qualify under the sibling criterion even if the only sibling is in Year 11 at the Academy, provided they have applied to join the sixth form by 1st December. In relation to children of multiple births, exceptionally it may be necessary to offer places over the published admission number to ensure that, as far as possible, siblings (i.e. twins, triplets or children from other multiple births) can attend the academy.
- iii) Children who are currently attending any of the following "Feeder" Primary Schools:
- Bosley St Mary's Primary School
 - Buglawton Primary School
 - Havannah Primary School
 - Marfields Primary Academy
 - Marton & District C E Aided Primary School
 - Mossley C E Primary School
- iv) Children of Staff provided that they have been employed for a minimum of two years or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
- v) Children living nearest to the Academy measured using the National Land and Property Gazetteer (NLPG)
- vi) Where the Academy cannot accommodate all pupils qualifying under one of the criteria stated above, the next criteria will also be applied to determine priority for admission.
- vii) In the event of a tie break, random allocation will be used to decide which of the children within that priority should be offered the available place.

d) CHILDREN WITH EDUCATION HEALTH CARE PLANS (EHCP)

The Academy will:

- i) subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with an Education Health Care Plan naming the Academy;
 - ii) give highest priority to looked after children or previously looked after children in accordance with the relevant provisions of the School Admissions Code. (as defined in section 22 of the Children's act 1989)
- e) Proof of address and residency may be required, and Governors retain the right to withdraw any place offered on the basis of a fraudulent or intentionally misleading application.
- f) If a child lives at more than one address (e.g. spends part of each week at different addresses) full details of the arrangements must be included on the application form (or in the form of an accompanying note) to enable the Governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

8) ADMISSION APPEALS

- a) The Academy Trust shall provide for the right of appeal to an Independent Appeal Panel, for parents and relevant children, if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code 2012 published by the Department for Education as it applies to Academies. The determination of the appeal panel is binding on all parties.
- b) Appeals must be submitted in writing (by post or email) no later than 20 days from the date of the refusal of a school place, but parents have the right to present their case to the Panel in person. The Panel will allow them to be accompanied by a friend or to be represented, although government advice is that legal representation should not normally be necessary. The Academy Trust will make the necessary administrative arrangements for hearing appeals.
- c) The decisions of Schools Appeal Panels are binding on the Academy Governing Body.

9) LATE APPLICATIONS

Late applications for places will be considered after all applications received on time (unless there are very exceptional reasons for a late application which must be explained at the time of application).

10) REPEAT APPLICATIONS

Repeat applications will not be considered within the same school year, unless the parents' or the Academy's circumstances have changed significantly since the original application was made.

11) 'IN YEAR' APPLICATIONS

In Year applications are those made during the academic year into the relevant Year group. To apply parents will need to complete an 'In Year Transfer' form on the Cheshire East website, the local authority will notify the Academy of the application, and the Academy will inform the parents of the outcome of the application by letter/email. All applications will be considered in accordance with the Academy's published oversubscription criteria, subject to available places. The Academy aims to process applications within 10 school days. A letter will be sent to the home address stating if the application has been accepted or declined due to the over subscription of places. Parents will be required to accept or decline the place offered in writing within 10 school days. The Academy reserves the right to withdraw places not accepted within the specified timescale.

12) WAITING LISTS

Waiting lists will not be held for 'In Year' Admissions except for the admission into Year 7 (September Intake) and these will be held until the end of the Autumn Term (31st December), in accordance with legal requirements. Each child added to the waiting list will require the list to be ranked again in line with the published oversubscription criteria.

13) APPEALS PANELS

Appeals Panels have either three or five members. There are strict rules regarding who may and may not be a member of an Admission Appeals Panel to ensure that the Panel is independent and impartial and has no connection to the Academy or Local Authority. A Clerk to the Panel also attends the hearing, to ensure that the appeal is heard properly and to provide legal advice to the Panel.

14) APPEAL HEARINGS

Appeals Panel hearings are informal and are held locally, so far as possible. The representative from the Academy will explain why it was not possible to meet a request for a place. Parents can ask questions if they wish. The Panel may also ask questions. Parents will then have an opportunity to present their case and will be required to answer any questions about their case from the Panel and the Academy representative. No other parents will be present during this time. Parents do not have to attend although many choose to do so. Appeals can be considered on the basis of the written information parents have provided. The Panel will allow parents to be accompanied by a friend or to be represented. If parents are unable to attend the Appeal then it is important that parents send in

the fullest possible information about their reasons for wanting a place at the Academy.

15) POWER OF APPEAL PANELS

- a) Panels can uphold all appeals and instruct the Academy to allocate a place for a child. They can uphold some of the appeals and reject others and they can also reject all the appeals.
- b) Once all the appeals have been heard Panels must first decide whether further admissions to Eaton Bank Academy 'will prejudice efficient education or the efficient use of resources'. Prejudice cannot normally be proved until the year group the child would enter is full. This means that the year group has not only reached its admission limit but cannot accept any more pupils in that year group without prejudicing the provision of efficient education at the Academy or the efficient use of resources.
- c) The Academy will provide a statement giving their reasons why it considers that to accept further pupils would cause prejudice to the Academy.
- d) If the Panel considers that the Academy can admit all the pupils whose parents have appealed without causing prejudice the appeal will automatically be upheld. The Panel may decide that places can be allocated to some of the appellants before the point is reached when further admissions will cause prejudice. The Panel will decide how many more places can be offered. Any such places will be allocated by the Panel.
- e) If the Academy's case that further admissions will cause prejudice is accepted by the Panel (either as presented or after some further places have been allocated) the Panel will then proceed to the second stage.
- f) This requires panel members to balance the parents' arguments in support of their child's admission against the extent of prejudice to efficient education and the efficient use of resources which would be caused by the admission of further pupils.
- g) If the Panel believes that the child's circumstances outweigh the extent of the prejudice to the Academy the appeal will be upheld, otherwise the appeal will be rejected.

16) TIMESCALES

- a) Appeals for Secondary Transfer into Year 7 are normally held between April and July each year, if the form is returned within the published timescales. Other Appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received by the Academy's Office.
- b) The appellant will be given the date and time of the appeal hearing at least two weeks in advance of the hearing and the Academy's statement of its case will be sent to them one week in advance.
- c) The appellant will normally be notified of the Panel's decision in writing, by email, no later than 7 working days from the hearings being completed.

DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON BOTH

EATON BANK ACADEMY AND PARENTS. The only further rights open to them if their appeal is not upheld is to complain to The Schools Adjudicator if they consider there has been maladministration in the way their appeal was handled or to seek judicial review of the decision through the courts.

17) MAKING AN APPEAL

- a) Parents must make their appeal in writing to the Academy using an official appeal form (supplied by the Academy's office). They must state the grounds on which their appeal is based. They should consider when preparing their appeal whether to include copies of any supporting documentation. All supporting documentation must be provided at least 7 days before the appeal. If appellants submit additional information during the appeal, the presenting officer may seek an adjournment from the Panel. In certain instances, this may require the hearing continuing on another day.
- b) The Academy will acknowledge receipt of the appeal as soon as possible and will make the necessary arrangements. A copy of the appeal documentation will also be provided to the presenting officer, who, together with Academy, will prepare a written response to the appellant, which will be sent to them no later than 7 days before the hearing.

18) SIXTH FORM ADMISSIONS

- a) This part of the policy refers to 16-19 year-old students seeking admission to Eaton Bank Academy Sixth Form at Year 12.
- b) The published admission number (PAN) for the sixth form is 120 students per year in Year 12. The number of students who can be admitted above PAN will be determined annually in the light of accommodation, availability of teaching and other resources, and capacity of individual subjects available.
- c) If the planned admission number is exceeded, priority will be given to internal candidates.
- d) In the event that the number of external applicants exceeds the number of places available and further admissions cannot be agreed, the oversubscription criteria set out below will be applied to determine priority:
 - i) Students who are, or were previously looked after by the Local Authority (as defined in section 22 of the Children Act 1989).
 - ii) Students living nearest to Academy measured using the National Land and Property Gazetteer (NLPG) which measures straight line distances in miles from Eaton Bank Academy's coordinate point to the point of residence's coordinate point

19) CHILDREN WITH EDUCATION HEALTH CARE PLANS

The Academy will:

- a) subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with an Education Health Care Plan naming the Academy;
- b) give highest priority to looked after children or previously looked after children in accordance with the relevant provisions of the School Admissions Code. (as defined in section 22 of the Children's act 1989)

20) ADMISSION APPEALS

- a) The Academy Trust shall uphold the right of appeal that parents and relevant students have to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust.
- b) The Independent Appeal Panel will be independent of the Academy Trust.
- c) The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Academies.
- d) The determination of the appeal panel is binding on all parties. Appeals must be submitted in writing, but parents have the right to present their case to the Panel in person. The Panel will allow them to be accompanied by a friend or to be represented, although government advice is that legal representation should not normally be necessary. The Academy will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the Academy Governing Body.

21) APPLICATION PROCESS

- a) Eaton Bank Academy Sixth Form welcomes Year 11 students currently studying at Eaton Bank Academy along with external applicants from other educational institutions. Entry requirements are the same for all applicants.
- b) Students who are interested in attending Eaton Bank Academy Sixth Form are invited to attend a range of events designed to enable them to make informed choices about their Post 16 study, including an informal meeting. No decision about an offer for admission to the Sixth Form will be made at this meeting.
- c) Enrolment will begin immediately following the publication of GCSE results and students will be able to enrol up to the start of term.
- d) Current Y11 students and external students will be accepted into Eaton Bank Academy Sixth Form on the condition they meet the entrance criteria and have applied formally for a place. Application forms are provided at our Open Evening and can also be downloaded from our website.
- e) Students will receive confirmation that their application has been successful once the suitability of courses has been determined.

22) CONFIRMATION OF PLACES

- a) Students holding offers will have their full time places confirmed at enrolment, following receipt of examination results, provided they meet the general criteria and grade requirements for particular subjects. If students do not meet the criteria, we will discuss at enrolment whether or not an offer of a place can be confirmed. Applicants are encouraged to enrol within 24 hours of the publication of their GCSE results to ensure groups can be organised prior to the start of term.
- b) If false information is supplied, Eaton Bank Academy reserves the right to withdraw its offer of a place.
- c) Only in very exceptional cases will an offer of a place be made to students who are unable to follow a fulltime course.
- d) Eaton Bank Academy Sixth Form aims to provide students with their first choice combination of subjects requested. Where this is impossible, for reasons such as timetable clashes or over subscription of particular subjects, guidance will be offered about suitable alternatives. If a particular subject is over-subscribed, then places in these subjects will be allocated on the basis of a student's overall profile, although consideration will be given to individual cases.

23) ENTRY REQUIREMENTS FOR ADVANCED COURSES

- a) Academic demands are significantly higher at A-Level than for GCSE. It is our experience that students who do not meet the criteria below will find the courses difficult and they are likely to struggle to make satisfactory progress. In order to be eligible for entry onto particular courses students should have the following qualifications: -
 - i) 5 or more GCSEs at grades 4-9 (full course).
 - ii) Mathematics and English Language GCSE, each at grade 4 or above.
- b) Students may be able to study an A Level subject they did not take at GCSE if they meet other criteria. However, when a subject has been previously studied, there are minimum entry requirements specified. The details of these entry requirements are published on the Academy website.
- c) The Sixth Form reserves the right to admit exceptions to the rule where the decision may be appropriate and to the benefit of the student. Such cases will be considered and judged on an individual basis and when applications below the minimum requirements arise.

24) SPECIAL CONSIDERATION

- a) A student may be able to claim special consideration if a medical condition and/or special educational need exists (supported by a doctor's note or professional's assessment) that has significantly influenced GCSE results in comparison to those predicted by teachers prior to the examination results. Such cases will be considered on their individual merits.

- b) The Academy Trust will ensure that students with SEN (special education needs) are admitted on an equal basis with others in accordance with the Eaton Bank Academy Arrangements for Admission
- c) Students who fail to achieve the required grade in English and/or Maths will be considered on an individual basis. Some students are required to re-sit these courses as a prerequisite to entering the Sixth Form.
- d) Applications to join the Sixth Form at Year 13 will only be considered from students who have exceptional circumstances provided there are places available on their chosen courses, and provided they meet the normal admissions criteria outlined above