

# SHAVINGTON ACADEMY

## Admissions Policy 2018-2019

Shavington Academy is a successful single school within a Multi-Academy Infrastructure that attracts students from a wide geographical area.

The Admission Authority for Shavington Academy is its Governing Body. Parents who are interested in seeking a place for their child(ren) should contact the Admissions Officer in the first instance. The Admissions Officer will provide a prospectus and 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.

### **Co-ordinated Admission Arrangement for Secondary School**

Shavington Academy complies with the relevant legislation, which requires all Local Authorities (LAs) to co-ordinate admissions arrangements in their areas. 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. Offers are emailed if applications are made online, or sent by letter if telephone or paper copy submitted. Offers are sent out on 1<sup>st</sup> March (or next working day).

Academies, such as ours, act as their own admission authority, applying their own admission criteria as detailed below. However, parents will have to complete only one application form and will receive their offer from the LA in whose area they live.

The Common Application Form (CAF) must be used by all Cheshire East parents applying for a school place, whether inside or outside Cheshire East.

## **ADMISSION INFORMATION**

### **Admission Numbers**

The published admission number (PAN) for Shavington Academy is 170 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.

### **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.

### **Admissions of pupils residing outside the boundaries of Cheshire East**

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 Shavington Academy must be made using an application form from their home local authority, which will make the necessary arrangements with Cheshire East LA.

Applicants not resident in England, applying for a place must apply on Cheshire East's Common Application Form, except in the case of Sixth Form students over the age of 16 years (see the Local Authority website for information regarding applications from overseas residents).

## **Allocation of Places**

As required by law, the Local Authority makes arrangements for parents to express their preference for the school where they wish their child to be educated and offers an opportunity for parents to give reasons for their preference before any places are offered.

All preferences must be in writing and those meeting the criteria for this school 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.

### **The criteria used for prioritising applications if a year group is over-subscribed will be:**

- 1. Looked after Children;** A 'cared for child' is a child who is in the care of a local authority or provided with accommodation by that local authority (as defined in section 22 of the Children Act 1989). Children previously 'cared for' are children who were 'cared for' as defined above, but immediately after being 'cared for' became subject to an adoption, child arrangements order (formerly residence order) or special guardianship order. A child arrangement order is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989 amended by Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 2. Siblings** – pupils with elder brothers / sisters including half-brothers/sisters and unrelated children living together as part of one household already attending Shavington Academy and are expected to be continuing their education at the school the following school year.
- 3. Pupils resident** within the designated catchment zone of Weston Village Primary School, Wistaston Church Lane Academy, Wybunbury Delves C of E Aided Primary School, Shavington Primary School and The Berkeley Academy primary schools.
- 4. Pupils not resident** within the local catchment zone but attending a school designated as a partner school (Weston, Wistaston Church Lane, Wybunbury Delves, Shavington and The Berkeley primary schools) for admissions purposes as out-of-catchment pupils.
- 5. Pupils living nearest to the school** measured using an Ordnance Survey address-point system which measures straight line distances in miles from the Ordnance Survey address-point of the school to the Ordnance Survey address-point of the place of residence.

**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.**

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 an accompanying note) to enable the governors to decide which address (or, exceptionally, addresses) to use for admission purposes.

Where the school can accommodate some, but not all, pupils qualifying for one of the preceding criteria, priority will be given to pupils having regard to the subsequent criteria.

## **Admission Appeals**

Parents whose children are not offered a place here have a right of appeal to the Schools Appeal Panel. Appeals must be submitted in writing (within 20 school days), but parents have the right to present their case to the Panel in person. The Panel will allow you to be accompanied by a friend or to be represented,

although government advice is that legal representation should not normally be necessary. We will make the necessary administrative arrangements for hearing appeals. The decisions of Schools Appeal Panels are binding on the school Governing Body.

### **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). See the Local Authority website for more information on consideration of late applications.

### **Repeat Applications**

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

### **Transfer between schools ('In Year Admissions')**

Applications received after the first day of the school year into the relevant age group (which includes the reception class of age 4+ and secondary transfer at 11+) or into any other year group must be made on the common application form provided by the authority where you live, i.e. your 'home' local authority.

### **Waiting Lists**

Pupils whose applications are unsuccessful will be placed on a waiting list for one **term** after the start of the academic year (i.e. until 31<sup>st</sup> December – applicable to September Y7 transfer children only). Thereafter interested parents must reconfirm their interest.

The waiting list will not be held on a 'first come, first served' basis. New applications will be added to the waiting list in criteria order and, should places become available, these will be offered in line with the over-subscription criteria outlined above.

### **Appeals Panels**

Appeals Panels have three members. There are strict rules on who may and may not be a member of an Admission Appeals Panel to make sure that the Panel is independent and impartial. A Clerk to the Panel also attends the hearing, to see that the appeal is heard properly and to provide legal advice to the Panel. An administrator also attends to take notes.

### **Appeals Hearings**

Appeals Panel hearings are informal and are held locally, so far as possible. The representative from the school will explain why it was not possible to meet your request for a place at your preferred school. You can ask the panel questions if you wish. You will then have an opportunity to present your case and answer any questions about it from the Panel and Shavington Academy. No other parents will be present when you present your case. You do not have to attend although many parents choose to do so. Appeals can be considered on the basis of the written information you have provided. The Panel will allow you to be accompanied by a friend or to be represented. If you are unable to attend the Appeal then it is important that you send in the fullest possible information about your reasons for wanting a place at the school in question.

### **Power of Appeal Panels**

Panels can uphold all appeals and instruct the school to allocate a place for your child. They can uphold some of the appeals and reject others and they can also reject all the appeals.

Once all the appeals have been heard Panels must first decide whether further admissions to Shavington Academy 'will prejudice efficient education or the efficient use of resources'. Prejudice cannot normally

be proved until the year group your 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 school or the efficient use of resources. The school will provide a statement giving their reasons why it considers that to accept further pupils would cause prejudice to the school.

If the Panel considers that the school can admit all the pupils whose parents have appealed without causing prejudice your 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 *according to the school's admissions criteria and any other factors in the individual case which are compelling reasons for admission.*

If the school'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.

This requires panel members to balance your arguments in support of your 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. *If the Panel believes that your child's circumstances outweigh the extent of the prejudice to the school your appeal will be upheld, otherwise your appeal will be rejected.*

### **Timescales**

Appeals for Secondary Transfer into Year 7 are held normally between May and July each year, if the form is returned within the published time scales. Other Appeals are normally heard within 30 school days (excluding school holidays) from the date the completed appeal form is received by the school's Admission Officer. You will be given the date and time of the appeal hearing two weeks in advance of the hearing and the school's statement of its case will be sent to you one week in advance. You will normally be notified of the Panel's decision in writing no later than 5 school days of the hearings being completed. DECISIONS OF APPEALS PANELS ARE FINAL AND BINDING ON SHAVINGTON ACADEMY AND PARENTS. The only further rights open to you if your appeal is not upheld is to complain to the local government ombudsman if you consider there has been maladministration in the way your appeal was handled or to seek judicial review of the decision through the courts.

### **Repeat Appeals**

If you are not successful you may apply for another appeal, but your application will not be considered within the same school year unless your own or the school's circumstances have changed significantly and materially since your first appeal (e.g. change of address).

### **Making your Appeal**

You must make your appeal in writing to the school. You must state the grounds on which your appeal is based. You should consider when preparing your appeal whether to include copies of any supporting documentation.

All supporting documentation must be provided at least 7 days before the appeal. If you submit additional information during the appeal, the presenting officer may seek an adjournment from the panel. In certain instances this might require the hearing continuing on another day.

The school will acknowledge receipt of your form as soon as possible and will make the necessary arrangements. A copy of your appeal documentation will also be provided to the presenting officer, who,

together with the school, will prepare a written response to your appeal, which will be sent to you no later than 7 days before the hearing.

**Other sources of help**

Parents can seek advice from the Advisory Centre for Education (ACE) in London which is a voluntary body providing a helpline advice service to parents on education matters. The telephone helpline number is 0808 800 5793 and they also have a web site [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

General information regarding appeals can be obtained from the Local Authority who will also assist if your appeal is unsuccessful. Their number is 0300 1235012.

The Authority’s Committee Services currently arranges all appeal hearings. The Department for Education has a website that provides a range of information for parents [www.gov.uk/schools-admissions](http://www.gov.uk/schools-admissions)

**Approved at the Full Governing Body Meeting**

Signed:  \_\_\_\_\_ (Chair of Full Governing Body)

Signed:  \_\_\_\_\_ (Head Teacher)

Dated: \_\_\_\_\_ 09 \_\_\_\_\_ of \_\_\_\_\_ December \_\_\_\_\_ 2016 \_\_\_\_\_

Review Date: \_\_\_\_\_ Autumn 2017 \_\_\_\_\_