



Cabot
Learning
Federation

Summerhill
Academy
Admissions
Policy

Date: 28th November 2016 Cabot Learning Federation

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
October 2016	Whole Document	Adoption by the Cabot Learning Federation and Implementation	To ensure a clear and consistent approach to admissions across the federation

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1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to Summerhill Academy.
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE December 2014], which all academies are required to adhere to via the Funding Agreement between Summerhill Academy and the Secretary of State.
- 1.3 The CLF has agreed that the admission arrangements will remain in line with the agreed arrangements for Bristol City Council maintained non-denominational primary schools.
- 1.4 More information about the CLF can be found on the website as follows:
www.cabotlearningfederation.net.

2 The Admissions Timetable

- 2.1 Consultation
 - 2.1.1 The Cabot Learning Federation (CLF) sets out admission arrangements annually. Where changes are proposed to admission arrangements, the federation will first publicly consult on those arrangements. If no changes are made to admission arrangements, the Academy admissions policy will be consulted on at least once every 7 years.
 - 2.1.2 For admission arrangements for entry in September 2017 and all subsequent years, consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before those arrangements are to apply. An illustration of these timeframes is contained in Table 1 below.
 - 2.1.3 As their own admission authority, CLF academies are not required to consult on their Published Admission Number (PAN) where they propose either to increase or keep the same PAN; however where a PAN is increased the Academy will notify the LA and publish details on the Academy website.
 - 2.1.4 When consultation is required, the CLF will consult the following parties on the proposed admission arrangements:
 - a. Bristol City Council LA
 - b. The Admission Forum for Bristol City Council LA
 - c. Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by Bristol City Council LA.
 - d. Any other governing body/Academy Council for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
 - e. Affected admission authorities in neighbouring local authority areas

2.2 Determination

2.2.1 Once feedback from the consultation has been considered the CLF must determine the admission arrangements and must notify the Local Authority (LA) of these and publish them on the relevant Academy website.

2.3 Offers and Acceptance of Offers

2.3.1 Offers are made and need to be accepted by the dates set out at Table 1 below. All pupils attending Summerhill Infants School are automatically offered a place at Summerhill Academy, no application or acceptance is required for this process.

Table 1 Admissions Timetable (Consultation)

	Admission in September 2017	Admission in September 2018	Admission in September 2019
Consultation period for changes to the Admissions Policy	6 weeks between 1 October 2015 and 31 January 2016	6 weeks between 1 October 2016 and 31 January 2017	6 weeks between 1 October 2016 and 31 January 2018
The CLF must determine admission arrangements by	28 February 2016	28 February 2017	28 February 2018
The CLF must publish the appeals timetable by	28 February 2016	28 February 2017	28 February 2018
The CLF must notify the LA of the arrangements and publish them on the website by	15 March 2016	15 March 2017	15 March 2018
Appeals must be made by	20 school days following offer of place	20 school days following offer of place	20 school days following offer of place

3 Process of Application

3.1 Applications for in year admission places at the Academy will be made in accordance with Bristol City Council Local Authority's co-ordinated admission arrangements, and will be made on the Common Application Form (CAF) provided and administered by the Local Authority. The CAF can be found by visiting <https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission>.

4 Published Admissions Number

- 4.1 Summerhill Academy has a PAN of 90 places in Year 3, leading to a total number of 360 places across Years 3 to 6 when at full capacity.

5 Consideration of Applications

- 5.1 Bristol City Council will consider all application for places. Where fewer than 90 applications are received, Bristol City Council will offer places to all those who have applied.

6 Students with Special Educational Needs or Disabilities

- 6.1 Children with Statements of SEND or an EHC Plan are placed in schools/academies through the arrangements set out in the SEND Code of Practice and not through these admission criteria. All admission authorities are required by Section 324 of the Education Act 1996 to admit to the academy a child with a Statement of SEND or an EHC Plan that names the academy. Academies must admit such children whether they have places or not. Any appeal concerning the statement of the admission is to the independent First-Tier Tribunal (Health, Education and Social Care Chamber). Parents/carers of children with Statements of SEND or an EHC Plan should contact their child's lead professional for any further information.

7 Oversubscription Criteria

- 7.1 Where the number of applications for admissions is greater than the Published Admission Number (PAN), applications will be considered against the criteria set out below. These are listed in priority order and will be applied to all applications received by the published closing date. Notes/definitions to the oversubscription criteria are set out in Annex A. A map showing the academy's area of Prime Responsibility is included at Annex B.

- 1) Children in Public Care and Previously in Public Care
- 2) Paired infant and junior schools. Children who have attended the paired infant school for the full three years of infant education.
- 3) Local Siblings - Where there are siblings in attendance at the preferred school or paired infant school and who will still be on roll in September 2017.
- 4) Geographical considerations – Children living closest to the school as measured in a direct line from the home address to the school.

8 In Year Admissions

- 8.1 The Academy is part of Bristol City Council coordinated in year admissions arrangements.
- 8.2 Applications for Academy places from parents/carers resident in, or with a confirmed move to Bristol must made on the Common Application Form available from the following website <https://www.bristol.gov.uk/schools-learning-early-years/in-year-admission>. The Academy will consider each application. If more applications are received then there are

places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.

9 Waiting List

- 9.1 Where the Academy has been oversubscribed in the normal admissions round and places have been refused to some applicants, a waiting list will be maintained for any vacancies which subsequently occur in the Academy.
- 9.2 The waiting list will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list.

10 Feeder Schools

- 10.1 The CLF does not operate a feeder primary academy policy for admissions to a secondary academy and therefore attendance at a federation primary academy does not guarantee a place at a particular federation secondary academy. The exception to this is King's Oak Academy which is an all-through provision.

11 Appeals

- 11.1 When an offer of a place is made, the reasons for the decision will be set out, together with details of how the parent/carer can lodge an appeal against the decision and the deadline for doing so. The Academy must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the Academy is required to admit the child.
- 11.2 The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals.
- 11.3 Parents will normally have 20 school days after notification of a place not being offered to lodge an appeal.
- 11.4 Parents/carers wishing to appeal against an admission appeal should send a completed appeal form to the address detailed on the offer letter. Other documents may be submitted in support of an appeal and should be lodged not less than 7 calendar days before the appeal hearing.
- 11.5 Parents/carers will be given 14 calendar days' notice of the appeal hearing, unless they agree to a shorter period of notice.
- 11.6 The decision of the Appeal Panel will be communicated in writing as soon as possible after the hearing has been concluded and within 14 calendar days. In the case of unsuccessful appeals the Appeal Panel will give the parents/carers their reasons for not upholding the appeal.

Annex A Notes/definitions to the oversubscription criteria

[The text below is an example of the information that needs to be included. Academies should adopt the definitions as defined by their LA if part of the LA admissions scheme.]

1. Children in Public Care* are those looked after by a local authority within the meaning of Section 22 of the Children Act 1989.

Children Previously in Public Care* are those who were looked after, but ceased to be so because they were adopted¹ (or became subject to a residence order² or special guardianship order³).

* Documentation will need to be provided as proof of care status.

1. Under the terms of the Adoption and Children Act 2002
2. Under the terms of the Children Act 1989
3. Section 14A of the Children Act 1989

2. Siblings: Children are defined as siblings if:

There are siblings who :

- they are full or half brother or sister; **or**
- they are adoptive brother or sister; **or**
- they are children of the same household;

AND

- they are in attendance at the preferred school or paired infant school and who will still be on roll in September 2017.

Please note that the offer of a place at any particular school does not guarantee an offer of a place for a sibling at a later date. Different authorities will vary in the priority that they give to siblings. You will need to consult the relevant admission authority for further advice, i.e. where an admission authority serves an Area of Prime Responsibility, only children who live within the Area of Prime Responsibility will be afforded priority of admission under the local sibling criterion.

3a. Geographical considerations (for those living within a school's Area of Prime Responsibility):

Children living closest to the school as measured in a direct line from the home address to the school