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HOLYROOD

— ACADEMY —



POLICY

# **Admissions Policy**

## **2019-20**

*Updated: February 2017*

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Admission arrangements for transfer to years 7 and 12 in September 2019 or joining a year group during the 2019-20 academic year

## 1.0 Introduction

Holyrood Academy is a safe and caring environment where students are supported in developing individual responsibility, consideration for others and in developing their potential to the full. We are committed to providing a strong focus on learning and the wider achievement of our students in preparation for the challenges of adult life.

This Admissions Policy has been developed to ensure that Parents/Carers and students have all the necessary information required to apply for a place at Holyrood Academy or Holyrood Sixth Form Centre.

- The Academy is the Admissions Authority and all admission decisions are taken by the Admissions Committee consisting of at least three Governors.
- Somerset County Council (LA) is responsible for co-ordinating all school place applications for schools across Somerset. Therefore, Holyrood Academy's admission arrangements should be read in conjunction with the LA's published coordinated admissions scheme which is available at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request to the Academy office.
- The academic year calendar and the times of the day are published on the Academy's website and in the Academy prospectus.

## 2.0 The Published Admission Number

Directors of the Academy have set the following Published Admission Numbers (PAN) and admission limits:

- PAN for admission to year 7 of Holyrood Academy is **232**
- PAN for admission from other academies/schools outside of Vector Learning Trust in year 12 is **20**
- Admissions limits for In-Year admissions into years 8 – 11 and Year 13 are dependent on a number of organizational factors and are individual to each year group.

These limits reflect the capacity available within the Academy's buildings and the availability of resources. The Admissions Committee will normally admit up to these numbers and refuse any other applications, although Directors may at their discretion admit a student above the published number provided that doing so would not adversely affect the Academy in the longer term and that there would be no detrimental effect on the learning of the students.

## 3.0 The Application Process

(a) **Applications to transfer to Holyrood Academy at the start of the year**

A standard Common Application Form (CAF) will be available from your home Local Authority or from the Academy office from 12 September 2018. Completed application forms must be submitted electronically or on paper directly to your home Local Authority and must be received by 23.59 hours on 31 October 2018.

Application forms for students to start in year 7 which are delivered or post marked after 23.59 hours on 31 October 2018 will be recorded as late and will not be administered by the Local Authority until all on time applications have been considered.

Somerset Local Authority will forward details of the September applications to the Academy Board for decisions. If there are more applications than places available, Directors will rank them against the published Oversubscription Criteria set out below. Decisions made by the directors will be notified to Somerset Local Authority after which decision letters will be sent out by Somerset Local Authority, or the applicants home Local Authority, by 1 March 2019, by email or second class post.

If a student does not attend the Academy within 20 school days of the term starting the place will be withdrawn, unless there are exceptional circumstances for the delay in attending.

**(b) Applications to Holyrood Academy Sixth Form Centre.**

Holyrood Sixth Form Centre application forms must be completed and submitted to the Academy office. Application forms for students will be administered and students will be invited to a meeting to discuss their subject choices for A Level.

Provisional decision letters will be sent to applicants by email or first class letter post by 5 May or within 4 weeks of the application discussion. Applicants will receive confirmation, via email or second class post, by 1 September 2019 following GCSE examination results.

Successful applicants will need to confirm their place by the end of August by email to [Sch.517@educ.somerset.gov.uk](mailto:Sch.517@educ.somerset.gov.uk). Please title the e-mail '**Holyrood Sixth form confirmation of place**'.

The PAN for admission from other academies/schools outside of Vector Learning Trust in Year 12 is 20.

**(c) Applications to join any year group during the 2019-20 academic year (in-year)**

The Holyrood Academy in-year application form must be completed. This is available to download from the Academy's website, or can be collected from the Academy office. Completed application forms may be submitted to the Academy office at any time during the academic year.

Applications will be considered by the Admissions Committee and applicants will receive a response within **10** working Academy days. If a place is offered it will be held open for 21 working Academy days, during which time applicants will need to confirm acceptance of the offer and the student must have started attending the Academy. If the student does not attend within 10 working days of the agreed start date the place will be withdrawn unless there are exceptional circumstances.

Applications submitted during holidays will not be considered until the Academy is back in session. Applications cannot be made more than a term in advance of the requested start date.

## 4.0 Oversubscription Criteria

Following the admission of any children with a Statement of Special Educational Needs (SEN) or Educational Health Care Plan (EHCP) that names Holyrood Academy, or Holyrood Sixth form Centre, Directors will consider all other applications.

If the number of applications for admission exceeds the Published Admission Number (PAN) or admission limit for the year group concerned, the Directors will apply the following Oversubscription Criteria to every application received and rank students in priority order, admitting up to the PAN or admission limit and refusing all other applications.

### A. Applications for Holyrood Academy

- 1) Looked after Children (in the care of a Local Authority) and students who were previously looked after but ceased to be so because they were adopted, subject to a residence order or special guardianship order.
- 2) Students whose Home Address is situated within the Designated Academy Catchment Area, who has a Sibling who has attended the Academy for at least one month at the application closing date.
- 3) Children of staff who are recruited to fill a vacant post at the Academy where there is a demonstrable skills shortage for the post in question or the member of staff has been employed at the Academy for two or more years at the application closing date.
- 4) Students who currently attend any one of the following Academy's partner primary phase schools:
  - Ashill Community Primary School
  - Avishayes Primary School & Early Years Centre
  - Buckland St Mary C of E Primary School
  - Combe St Nicholas C of E Primary School
  - Manor Court Community School
  - Neroche Primary School
  - The Redstart Primary School
  - Tatworth Primary School
  - Winsham Primary School
- 5) Students whose Home Address is situated in the Designated Academy Catchment Area.
- 6) Students whose Home Address is situated outside the Designated Academy Catchment Area, who have a Sibling who has attended the Academy for at least one month at the application closing date, and who live at the same address.
- 7) Students whose Home Address is situated outside of the Designated Academy Catchment Area.

### B. Applications to Holyrood Sixth Form

1. Looked after Children (in the care of a Local Authority) and students who were previously looked after but ceased to be so because they were adopted, subject to a residence order or special guardianship order
2. Students living in the designated catchment area
3. Students living in the designated catchment area with a sibling at the Academy at the date of application.
4. Students living outside the designated catchment area, with a sibling at the academy at the date of application.
5. Students of staff who have been either:  
Employed at the Academy for at least 2 years before the date of application  
Recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Students without an EHCP or SEN statement where a multi- agency professional team has identified Holyrood Academy as the nearest suitable school. Details of these agencies and professionals will need to be submitted with the application form along with a summary of needs which have been identified as being met by Holyrood Academy.
7. Students not satisfying a higher criterion

## Important Notes

<sup>1</sup> A looked after child is a child who is (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 (see the definition in Section 22(1) of the Children Act 1989).

For Children Previously Looked After: this includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted Adoption is defined under the terms of the Adoption and Children Act 2002 (see section 46 adoption orders).

## Tie Breaker

If in categories 1-above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured in a straight line by a Geographical information System (GIS) method from the geocoded point of the school site to the geocoded point of the pupil's home.

Random allocation by drawing lots supervised by someone independent of the school, will be used as a tie-break in categories 1-10 above to decide who has highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

## 5.0 Students whose Parent/Carer is currently UK Service Personnel

The Admissions Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)

## **6.0 Students from Overseas**

The Directors will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Directors will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available the application will be considered on the current address. The only exceptions are children of UK service personnel and other crown servants (including Diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

The Directors will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. In such cases the Directors will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

## **7.0 Waiting lists**

A waiting list will be held for every year group. Any student whose application is not successful will have their name added to the waiting list in ranked order according to the published Oversubscription Criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list. Students who are the subject of a direction by the LA or who are allocated to the Academy in accordance with the Fair Access Protocol, will take precedence over any student already on the waiting list.

Parents/Carers can request to be removed from the waiting list. Waiting lists will be maintained until the end of the academic year to which the application applies.

## **8.0 Delayed or accelerated entry**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Directors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to transfer school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the school place application will be processed and an outcome will be sent on the National Offer Day

If a request for a child to transfer school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

## **9.0 Transport**

Successful applicants who are offered a place at the Academy are not automatically entitled to free school transport. Somerset County Council is responsible for school transport and eligibility.

If you require further information regarding school transport please contact Somerset County Council.

## **10.0 The Appeal Process**

Parents/Carers or students aged 16 or above whose application for a place at the Academy is turned down have the legal right to appeal to the Academy against this decision. Full details concerning how to appeal will be explained in the decision letter.

The Holyrood Academy appeals timetable for cyclical admissions will be published on the Academy website by the 28 February each year.

- The deadline for lodging appeals is 20 working Academy days from the date of notification. Appeals hearings will be heard within 30 working Academy days of the appeal being lodged. Additional evidence must be submitted within 10 working Academy days of lodging an appeal. Appellants will be given at least 10 working Academy days notice of the appeal hearing arrangements. A letter setting out the decision will be sent by first class post within 5 working Academy days of the hearing.
- For applications to Holyrood Sixth Form Centre the appeals will not be heard before confirmation of the exam results on which the offer of a place depends. The appeals procedure for Holyrood Sixth Form Centre is the same as the Academy.
- Appellants do not have the right to a second appeal for admission in the same academic year or if they have been offered a place in another year group at the Academy.

## 11.0 Contact Information

### **Holyrood Academy**

Zembard Lane

Chard

Somerset

TA20 1JL

Web: [www.holyroodacademy.com](http://www.holyroodacademy.com)

Email: [sch.517@educ.somerset.gov.uk](mailto:sch.517@educ.somerset.gov.uk)

Tel: 01460 260100

### **Somerset Local Authority**

Admissions & Entitlements Team

County Hall

Taunton

Somerset TA1 4DY

[www.somerset.gov.uk](http://www.somerset.gov.uk) Telephone:

0300 123 2224

## **APPENDIX 1 – DEFINITIONS**

For the purposes of these admission arrangements, the following definitions are used:

### **Designated Academy Catchment Area**

See Appendix 2 for a map of the relevant catchment area. It can also be viewed online at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions)

### **Home Address**

The Home Address is important as Academy places are allocated on the basis of the Home Address of each student. The Home Address is considered to be where the student spends the majority of their time with the Parent or Carer.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the Home Address. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum of a six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. The only exceptions are children of current UK service personnel. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Directors reserve the right to seek further documentary evidence to support your claim to residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Directors may carry out a home visit/s without prior notice to verify a pupil's home address.

It should also be noted that an address used for childcare arrangements cannot be used as a Home Address for the purpose of applying for a place at the Academy.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Directors may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

A fraudulent claim to a Home Address may lead to the withdrawal of the offer of a place.

The School Admissions Team at Somerset County Council must be informed of any change of Home Address during the admissions application process. The Academy must be informed if there is any change of Home Address during an in-year admission application.

### **Parent/Carer**

Parent means natural parents, whether they are married or not, and any person who, although not a natural parent, has parental responsibility for the student. Carer means any person having care of the student, with whom they live, and who looks after that student, irrespective of that relationship.

### **Siblings**

A full, half, step, adopted or long-term fostered child living at the same address.

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

## **Withdrawal of places**

The Directors will consider withdrawing the offer of a place at the academy if;

- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the academy within 21 working academy days of an agreed in-year admission start date.

APPENDIX 2 – MAP OF DESIGNATED ACADEMY CATCHMENT AREA

