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HOLYROOD

— ACADEMY —



POLICY

# Admissions Policy

## 2018-19

*Updated: February 2017*

Admission arrangements for transfer to years 7 and 12 in September 2018 or joining a year group during the 2018-19 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 to Holyrood Sixth Form Centre 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.

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## 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 2017. 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 2017.

Application forms for students to start in year 7 which are delivered or post marked after 23.59 hours on 31 October 2017 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 2018, by email or second class post.

If a student does not attend the Academy within 10 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 2018 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 into Holyrood Academy Sixth Form Centre from other schools is limited to 20.

**(c) Applications to join any year group during the 2018-19 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 after the 1 March 2017 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 has a Sibling who is 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:
  - i. Employed at the Academy for at least 2 years before the date of application
  - ii. Recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Students without an EHCP or SEN statement who have been identified by a multi-agency professional team. 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 i.e. those situated/living outside of the designated Academy catchment area

### **Tie Breaker**

A tie breaker will be applied where the PAN or admission limit for the year group concerned is reached part way through any Oversubscription Criterion and there is a need to decide which students meeting this criterion are to be allocated places and which are to be refused.

A straight line measurement will be calculated between the 'Address Point' of the home and the 'Address Point' of the Academy for each student falling within the criterion. Places will be allocated to those students living nearest to the Academy according to the Distance Measurement.

### **5.0 Multiple Birth Applications (for example, twins)**

In the case of multiple birth applications, the PAN will be increased at the point of allocation if necessary to ensure multiple birth siblings can be allocated places at Holyrood Academy.

### **6.0 Students whose Parent/Carer is currently UK Service Personnel**

Applications can be considered in advance of moving into the area, if accompanied by an official government letter which declares a relocation date and a Unit postal address or "quartering area" address. The Oversubscription Criteria will still apply

### **7.0 Students from Overseas**

The Academy will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. The Academy will require proof of residency, and a copy of their birth certificate/passport.

### **8.0 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. 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.

### **9.0 Delayed or accelerated entry**

The Directors will consider applications for delayed or accelerated entry in cases where Parents/Carers would like their child to be admitted to a year group either side of the student's chronological age year group. The reasons for the request must be fully explained in a separate letter, submitted at the same time as the application form. Without such a letter the request cannot be considered.

## **10.0 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.

## **11.0 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.

## **12.0 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**

School Admissions Team

Children and Young People

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.

### **Distance Measurement**

For the purpose of measuring the Home Address to Academy distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the Academy using Geographical Information System (GIS) method. Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

### **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 formal lease agreement. The only exceptions are children of current UK service personnel. The Admissions Committee reserves the right to seek further documentary evidence to support your claim to residence.

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.

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. A sibling is also a full brother/sister living at a separate address.

### **Issues relating to shared residency arrangements**

The administering of academy applications may be severely delayed where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different academies / schools.

In this situation the Governing Body requires parents to resolve matters between themselves, and inform the LA which application should be processed. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be

situations where parents/carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish the child's permanent address and prioritise the application made by the parent living at this address.

Each parent will 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 Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.

### **Withdrawal of places**

The Governing Body 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

