



ADMISSIONS POLICY

Date Approved by KA Governing Body:		
Chair of Governors Signature	M Farley	
Acting Principal's Signature	S Pountain	
Review Date:		March 2016 (Approval Pending)
Next Review Date:		March 2017

THE ADMISSION OF PUPILS TO KEARSLEY ACADEMY

GENERAL

1. This document sets out the admissions arrangements for Kearsley Academy and forms an annex to the Funding Agreement for The Academy for Kearsley. This annex may be amended in writing at any time by agreement between the Secretary of State and Kearsley Academy Trust.
2. Kearsley Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of Kearsley Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, Kearsley Academy Trust will take part in the Admissions Forum set up by Bolton MBC and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Bolton MBC and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) Direct Kearsley Academy Trust to admit a named pupil to Kearsley Academy on application from a local authority. Before doing so the Secretary of State will consult Kearsley Academy Trust.
 - (b) Direct Kearsley Academy Trust to admit a named pupil to Kearsley Academy if Kearsley Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
5. Kearsley Academy Trust shall ensure that parents and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Kearsley Academy Trust. The Independent Appeal Panel will be independent of Kearsley Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
6. Kearsley Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. Kearsley Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

7. In paragraphs 5 and 6 above, 'relevant children' means:
 - a) in the case of appeals for entry to a sixth form, the child, and;
 - b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant Area

8. Subject to paragraph 9, "relevant area for consultation" means the "Relevant Area" determined by the local authority for maintained schools in the area (in accordance with the meaning of "Relevant Area" within the Schools Admissions Code).
9. If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
10. The Secretary of State will consider the Academy's application and will by 30 September either:
 - a) determine the area for consultation; or
 - b) determine that the meaning within paragraph 8 should apply.
11. The Secretary of State may consult the local authority before making such a determination.
12. Within 14 days of the Secretary of State's determination, the Academy will notify the consultees listed in paragraph 14 of the determination.
13. In the event of a paragraph 10a determination, a map of the relevant area (or a list of post codes) will be attached as an appendix to this annex B.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

14. Kearsley Academy Trust shall consult the following parties on the Academy's proposed admission arrangements for a minimum of eight weeks between 1 November and 1 March in the 'Determination Year'¹:
 - a) Bolton MBC
 - b) The admission forum for Bolton MBC
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation.
 - d) Any other governing body 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.

¹ A 'determination year' is the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. consultation to end in March 2009 and determination to be in April 2009 for admissions in September 2010

- f) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
- g) Community groups which the Academy considers relevant;
- h) Teaching unions if the consultation includes an increase in admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

- 15. From 2011-12, and for subsequent years, consultation in line with paragraph 14 is not required in any year where the following conditions are met:
 - a) the admission arrangements were consulted upon in one or both of the previous two years; and
 - b) there have been no changes, or proposed changes, since the last consultation.
- 16. As soon as any changes are made to arrangements, or proposed, the consultation cycle in paragraph 14 must be followed for the next determination year.

Kearsley Academy Trust Determination of Admission Arrangements

- 17. Kearsley Academy Trust will consider comments made by those consulted in accordance with paragraph 14, including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
- 18. Kearsley Academy Trust will determine the Academy's admission arrangements annually by 15 April of the Determination Year and notify consultees listed in paragraph 14 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

- 19. Where Kearsley Academy Trust has determined the Academy's admission arrangements and notified all consultees listed in paragraph 14, if any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Secretary of State. Any representations must be made by 30 June in the Determination Year.

Secretary of State's Consent for Changes to Admission Arrangements

- 20. Where the admission arrangements determined in a Determination Year in accordance with paragraph 18 are different from the admission arrangements currently in existence for the Academy, Kearsley Academy Trust shall by 30 June in the Determination Year apply to the Secretary of State for him to consent to such amended admission arrangements.

Secretary of State's Power to Accept, Modify or Reject Admission Arrangements

- 21. Where the Secretary of State has received any representations made in accordance with paragraph 19, the Secretary of State must consult the Kearsley Academy Trust on such representations. Following such consultation, by 31 July in the Determination

Year the Secretary of State may direct that Kearsley Academy Trust amends the proposed admission arrangements for the Academy. Kearsley AcademyTrust shall comply with any such direction.

22. Where the Secretary of State has received an application made in accordance with paragraph 20 seeking his consent to any amended admission arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admission arrangements or direct that the amended admission arrangements are not implemented or must be modified. Kearsley Academy Trust must comply with any such direction.

Publication of Admission Arrangements

23. Kearsley Academy Trust shall each Determination Year publish The Academy for Kearsley's agreed admission arrangements by:
- a) copies being sent to the persons consulted in paragraph 14;
 - b) copies being sent to primary and secondary schools in Bolton MBC area;
 - c) copies being sent to the offices of Bolton MBC;
 - d) copies being made available without charge on request from the Academy;
 - e) copies being sent to public libraries in the area of Bolton MBC for the purposes of being made available at such libraries for reference by parents and other persons.
 - f) a copy being uploaded to the Academy's website .
24. The published admission arrangements will set out:
- a) the name and address of Kearsley Academy and contact details;
 - b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by Kearsley Academy After Arrangements Have Been Published

25. Subject to paragraph 26, once the Academy's admission arrangements have been determined for a particular year and published, Kearsley Academy Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:
- a) Kearsley Academy Trust has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;
 - b) following such consultation, Kearsley Academy Trust has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such a change;
 - iii) any comments or objections to the proposal from those consulted; and
 - c) following such application, the Secretary of State has provided his consent to the proposed variation.
26. Kearsley Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admission arrangements where such changes

are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

27. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 25 or 26 above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted under paragraph 14.
28. Kearsley Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
29. Where a representation is made in accordance with paragraph 28, the Secretary of State may, after consulting Kearsley Academy Trust, direct that Kearsley Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. Kearsley Academy Trust must comply with any such direction.
30. Records of applications and admissions to the Academy shall be kept by Kearsley Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

Admission Number(s)

31. Kearsley Academy Trust has the following agreed admission number[s] for the Academy for the year 2010/2011 and, subject to any changes approved or required by the Secretary of State, for subsequent years:
 - a) 150 for pupils in Year 7
 - b) 25 for pupils in year 12.
32. Kearsley Academy will have capacity for 200 pupils in the sixth form, with 100 places in year 12. It will not admit external applicants unless it is undersubscribed by pupils progressing from its own year 11 and in such circumstances it will apply the same academic entry requirements as it does to pupils already on roll in the Academy. If a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria in paragraph 38.
33. In any specific year, Kearsley Academy Trust may set a higher admission number than The Academy for Kearsley's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, Kearsley Academy Trust will consult those listed at paragraph 14. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

34. If the Academy admits a total of 26 pupils in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 14.

Process of Application

35. Arrangements for applications for places at Kearsley Academy will be made in accordance with Bolton MBC's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
36. Kearsley Academy Trust will use Bolton MBC's timetable for applications to Kearsley Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Bolton LA as agreed by the, Admissions Forum, Bolton LA, local schools and Academies
- a) By September - Kearsley Academy Trust will publish in The Academy for Kearsley's prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. Kearsley Academy Trust will also provide information in relation to Kearsley Academy to the Bolton LA for inclusion in the composite prospectus, as required;
 - b) September/October - Kearsley Academy Trust will provide opportunities for parents to visit Kearsley Academy
 - c) October – Common Application Form to be completed and returned to the pupil's home LA to administer
 - d) Bolton LA sends Kearsley Academy applications to Kearsley Academy Trust;
 - e) Kearsley Academy Trust sends list of pupils to be offered places at Kearsley Academy to Bolton LA;
 - f) February – Bolton LA applies agreed scheme for own schools, informing other neighbouring LA's of offers to be made to their residents.
 - g) 1st March offers made to parents.
37. From 2011-12 there will be a national closing date for applications as follows:
- a) 31 October for secondary applications; and
 - b) 15 January for Primary applications

The Academy will ensure its application processes enable parents to apply before these deadlines.

Consideration of Applications

38. Kearsley Academy Trust will consider all applications for places at the Academy. Where fewer than the published admission number(s) for the relevant year groups are received, Kearsley Academy Trust will offer places at Kearsley Academy to all those who have applied.

Procedures where Kearsley Academy is oversubscribed

38. Admissions at age 11, Year 7

Kearsley Academy is committed to adopt the same admission arrangements and oversubscription criteria as the L.A. Where the number of applications for admission is greater than the published admission number, after the admission of pupils with statements of Special Educational Needs where Kearsley Academy is named on the statement, the following criteria will be applied in order:

- Children in public care
- Other children who are considered “vulnerable” as defined in the LA Admissions Policy, whose application is supported by Social Services.
- Children who have older siblings at the Academy at the date of admission. In this context the term “sibling” includes full, step, half, foster and adopted brothers and sisters living at the same address.
- Children with a certified medical condition or disability which makes it better for them to attend the Academy rather than another school. Strong professional medical evidence must support the application.
- Proximity. This is defined in the L.A. Admissions Policy as: “Shortest walking distance to the preferred school, minus shortest walking distance to the nearest/next nearest school.” In the event of a tie-break situation, priority will be given to the child who has the longer journey to the nearest/next nearest school.

Post 16 admission criteria

39. From September 2013, the Academy will operate a 16-19 Learning Centre for a maximum of 200 students. It will operate an open enrolment policy with no minimum academic requirements, but students will need to satisfy minimum entry requirements for the courses for which they intend to follow. If applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

These academic entry requirements will be the subject of consultation with those listed in paragraph 14 and published in the academy’s prospectus and in the LA composite admissions process.

40. Should there be more internal applications than places available internal students would fill all the available places, and no external applicants admitted. Students will be offered their chosen courses if there are sufficient spaces on them. Where options are oversubscribed students will be offered alternative courses.

41. The Academy will admit a number of external students each year if places are available. Where there are more external applicants than places available, priority would be given on the same basis as admissions at age 11.

42. If the Learning Centre is undersubscribed, all applicants meeting the minimum academic entry requirements for courses they wish to study, will be admitted. The Academy will admit any student with a Statement which named the Academy, and to which the Academy had agreed

43. There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

44. Subject to any provisions regarding waiting lists in Bolton MBC's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Kearsley Academy receives more applications for places than there are places available, a waiting list will operate until at least the end of the first term in December. This will be maintained by Kearsley Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
45. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 38, [or for post-16 paragraph 39] above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for Admitting Pupils to Other Year Groups, Including To Replace any Pupils who have Left Kearsley Academy

46. From 2011-2012 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.
47. Subject to any provisions in Bolton MBC's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, Kearsley Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 38 or for post-16 places, paragraph 39 shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for Admission of pupils as Kearsley Academy builds to its Full Capacity

48. Kearsley Academy will open on 1 September 2010 with a Published Admission Number relating solely to pupils in Year 7 and, where relevant, Year 12. Pupils in subsequent Years will have been transferred automatically from the predecessor school, George Tomlinson School, which will close on 31 August 2010.
49. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Kearsley Academy and the efficient use of resources.
50. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

INTERNAL PROCEDURES FOR IN YEAR ADMISSIONS

In the event of an application to join the Academy at any point in the academic year, and assuming that the Academy DOES have places the following procedures will take place:

51. Students Services Administrator to inform Principal and Assistant Vice Principal of application for a place and pass all relevant transfer information.

This could include:

- Back Ground Information Form
- Pupils Transfer Form
- Kearsley Academy or LA Request for Transfer Form
- PSP / CAF
- Previous schools record of academic progress, attendance and behaviour log

52. Students Services Administrator to arrange admission meeting with prospective student and parent(s) with the Assistant Vice Principal or Principal.

ADMISSION MEETING

53. The meeting will be chaired by Assistant Vice Principal (Personal Development and Welfare). The meeting is to explain in general the ethos and expectations of Kearsley Academy to prospective students and parents and discuss possible issues pertaining to the transfer.

54. In this session it is vital to arrange a follow up visit (usually within 5 working days) for prospective student to spend a morning at Kearsley Academy to undertake the following:

- Baseline testing in English and Maths. (Conducted in Learning Support downstairs and supervised by Attendance and Behaviour mentor or SENCO where appropriate).
- Tour of the Academy (conducted by a mentor as directed)
- Induction arrangements i.e. uniform, timetable, academic profile and form group

55. This induction morning will usually be arranged and supervised by a member of Student Services team

56. It is vital however that the designated member of the Student Services team ensures good communication with all staff.

- Baseline testing needs to be organised in conjunction with Faculty Leaders and the SENCO.
- A start date needs to be agreed with all parties giving enough time for transfer/communication of information.
- All Academy staff need to be informed of pupils start date, profile and timetable via email and staff briefing.

PRIOR TO ADMISSION

57. Once an admission date has been decided the Student Services admissions administrator must be informed and organise.

- Date of Admission
- Form
- Timetable information (setting)
- Any other relevant information as regarding to admission

58. Once the above information has been received, the Student Services admissions administrator will ensure all administration duties are completed prior to the admission date:
- Letter to parents to inform them of start date and times. This will also include:
 1. Pupil Details Form
 2. Holiday List
 3. Consent for photographs
 4. Privacy Notice – Data Protection (Fair Processing/Connexions Consent)
 5. Prospectus
 6. Newsletters
 - Student is entered on the SIMs data base
 - Timetables allocated
 - Email accounts/Internet accounts are opened
 - Student CFT file is received from previous school and uploaded onto the student's SIMs record
 - Any paper records are obtained from the previous school e.g. profiles, academic data, SEN records, Child Protection records, work books and/or coursework
 - Relevant Year Group Leader to inform all staff of student start date, profile and timetable via email and/or briefing.

ON ARRIVAL

59. On the student's arrival at Reception on the admission date:
- Administration Officer to inform Year Group Leader of arrival
 - Student collect by Behaviour and Attendance mentor from Reception
 - Student induction with Learning Mentor for Key Stage (Period 1 and Period 2) or longer depending on needs and budding with student mentor to support transition. Timetable and student diary to be given to student.
 - Students go to normal lesson period 3

FLOW DIAGRAM FOR ADMISSIONS

