

ANNEX B

ADMISSIONS REQUIREMENTS

ANNEX B

THE ADMISSION OF PUPILS TO ST GEORGE'S ACADEMY, SLEAFORD

General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the St George's Academy Trust ("the Academy Trust").
2. The 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 the Academy Trust.
3. Notwithstanding the generality of paragraph 2 of this Annex B, the Academy Trust will take part in the Admissions Forum set up by the local authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Academy Trust to admit a named pupil to St George's Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
 - (b) direct the Academy Trust to admit a named pupil to St George's Academy if the 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. The 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 the Academy Trust. The Independent Appeal Panel will be independent of the 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. The 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. The 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, which in this case is the whole of Lincolnshire (in accordance with the meaning of "Relevant Area" within the School 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 below 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. The 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) The LA.
- b) The admission forum for the LA.
- 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.
- 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.

15. 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.

16. 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.

17. 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.

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 2010 and determination to be in April 2010 for admissions in September 2011).

Academy Trust determination of admission arrangements

18. The 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.

19. The 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

20. Where the 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

21. Where the admission arrangements determined in a Determination Year in accordance with paragraph 19 are different from the admission arrangements currently in existence for the Academy, the 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

22. Where the Secretary of State has received any representations made in accordance with paragraph 20, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admission arrangements for the Academy. The Academy Trust shall comply with any such direction.

23. Where the Secretary of State has received an application made in accordance with paragraph 21 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. The Academy Trust must comply with any such direction.

Publication of admission arrangements

24. The Academy Trust shall each Determination Year publish the agreed admission arrangements for St George's Academy by:

- a) copies being sent to the persons consulted in paragraph 14;
 - b) copies being sent electronically to the offices of the LA for publication on the LA's website to primary and secondary schools in the LA's area and to the public;
 - c) copies being made available without charge on request from the Academy;
 - d) copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents and other persons.
 - e) a copy being uploaded to the Academy's website.
25. The published admission arrangements will set out:
- a) the name and address of St George's 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 St George's Academy after arrangements have been published

26. Subject to paragraph 27, once the Academy's admission arrangements have been determined for a particular year and published, the 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) the Academy Trust has consulted those who are required to be consulted under paragraph 14 above on the proposed variation;
 - b) following such consultation, the 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.

27. The 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.

28. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 26 or 27 above must be published within the Academy's prospectus and on its website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 14.

29. The 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.

30. Where a representation is made in accordance with paragraph 29, the Secretary of State may, after consulting the Academy Trust, direct that the 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. The Academy Trust must comply with any such direction.

31. Records of applications and admissions to the Academy shall be kept by the 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)

32. The number of pupils leaving primary schools in the Sleaford area is expected to decrease in the period 2010 to 2013. Accordingly, the Academy Trust has the following agreed admission numbers for the Academy for the years 2010/2011 to 2013/2014, subject to any changes approved or required by the Secretary of State:

- a) for pupils in Year 7
 - 380 in 2010/2011
 - 380 in 2011/2012
 - 350 in 2012/2013 and subsequent years.
- b) for pupils in Year 12
 - 50 in 2010/2011 and subsequent years (*in addition to those transferring from Year 11*).

Admission number for secondary provision (age 11 – Year 7)

33. St George's Academy has an agreed admission number for each school year, stated in paragraph 32, for pupils in Year 7. St George's Academy will accordingly admit a maximum of this number of pupils in the relevant age group in the relevant year if sufficient applications are received.

34. The admission number for secondary places includes pupils at both of the two sites on which secondary education is provided by St George's Academy for students in Year 7. After offers of places at the Academy have been made, the Academy will take account of parents' preference for which site they would like their child to attend. If either of the sites receives more preferences than its capacity, students living nearest to that site will have priority.

Admission number for sixth form provision (age 16 – Year 12)

35. St George's Academy has an agreed admission number of 50 eligible students in addition to those eligible students already in the Academy wishing to stay on in the sixth form.

36. St George's Academy has capacity for 450 pupils in the sixth form. Of these places, 50 will be offered to external applicants to Year 12 (the 'admission number'). If fewer students transfer from Year 11 and the size of the sixth form does not reach capacity, additional places will be offered to external applicants up to a maximum of 450 sixth form students overall.

Variations to admission numbers

37. In any specific year, the Academy Trust may set a higher admission number than St George's Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the 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.

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

Process of application

39. Arrangements for applications for places at St George's Academy will be made in accordance with the Lincolnshire LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

40. The Academy Trust will use the Lincolnshire's LA's timetable for applications to St George's 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 Lincolnshire LA as agreed by the Admissions Forum, Lincolnshire LA, local schools and Academies.

- a) By 3 September – St George's Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg 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. St George's Academy will also provide information to the Lincolnshire LA for inclusion in the LA's composite prospectus, as required
- b) September/October - St George's Academy will provide opportunities for parents to visit the Academy
- c) By 23 October – Parents complete the common application form (CAF) and return it to the pupil's home LA to administer
- d) By 4 December – Lincolnshire LA sends applications to the Academy Trust
- e) By 18 December – Academy Trust sends list of pupils to be offered places at St George's Academy to Lincolnshire LA
- f) By 1 February – Lincolnshire LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents
- g) 1 March – offers made to parents.

41. From 2011-12 there will be a national closing date of 31 October for applications to secondary schools. The Academy will ensure its application processes enable parents to apply before this deadline.

Consideration of applications

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

Procedures where St George's Academy is oversubscribed

43. Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Year 7 – oversubscription criteria

44. The Academy Trust will first accept all pupils with a statutory right to a place at the Academy through a statement of special educational needs naming St George's Academy. After the admission of pupils with statements of special educational needs, criteria will be applied for the remaining places in the order in which they are set out below.

45. For this age group after the admission of children with statements of special education need which name the Academy on the statement the criteria are, in order:

- a) Children in public care.
- b) A child with a sibling² currently attending the Academy and who will continue to do so after the date of admission. In the event of oversubscription using this criterion, priority will be given to those living nearest to the Academy, as defined in paragraph 45c below.
- c) Where there are more applications than places after application of criterion b, distance from school to home³ will be taken into account. Preference will be given to students who live closer to the Academy's site in Sleaford, using the driving distance from the child's home to the Academy's site in Sleaford site.
- d) Once the above criteria a) to c) have been applied to other applicants and offers have been made subsequent to the offer date for secondary admissions, the Academy may offer places to the children of newly appointed teachers where there is a demonstrable skills shortage for the vacant post in question. This is in accordance with paragraph 2.18 of the School Admissions Code. The Academy is able to exceed its admission number in offering such places

Admission to Year 12 (Sixth form) – oversubscription criteria

46. St George's Academy will form part of the Sleaford Joint Sixth Form, in conjunction with Carre's Grammar School and Kesteven and Sleaford High School. The joint sixth form has an open access policy for admission for internal and external applicants and there are no minimum entry requirements when joining the Academy at Year 12. Applicants will be expected to have met the published academic standard for their chosen subjects to be permitted to follow their preferred courses. If either internal or external applicants do not 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.

² The term 'sibling' is defined at the end of this document.

³ Distance from home to school is defined at the end of this document

47. St George's Academy will publish specific criteria for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers and will be subject to consultation with those in paragraph 14. They will be published in the Academy's prospectus and website.

48. The Academy Trust will first accept all pupils with a statutory right to a place at the Academy through a statement of special educational needs naming St George's Academy.

49. In the event of oversubscription for the 50 sixth form places available in addition to those allocated to existing students, and after the admission of children with statements of special education need which name the Academy on the statement the following criteria will be used, in order:

- a) Children in public care
- b) The distance from home to the Academy as defined in paragraph 45c above.
- c) Once the above criteria have been applied to other applicants and offers have been made, the Academy may offer places to the children of newly appointed teachers where there is a demonstrable skills shortage for the vacant post in question. This is in accordance with paragraph 2.18 of the School Admissions Code. The Academy is able to exceed its admission number in offering such places.

50. 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

51. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, St George's Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for unsuccessful applicants to Year 7 and Year 12. Waiting lists will also be maintained for other year groups (except Year 13) when these year groups are full. Waiting lists will be maintained by St George's Academy and it will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application.

52. Children's position on the waiting list will be determined solely in accordance with the criteria for admission set out in paragraphs 45 and 49 above for the relevant age group. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. These lists will operate until the end of the school year but parents will be asked to confirm if they wish their child's name to remain on the list after 1 October each year.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left St George's Academy

53. From 2011-12 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.

54. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the 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.

55. If more applications are received than there are places available, the oversubscription criteria in paragraphs 45 (for pupils in Years 7–11) and 49 (for pupils in Years 12 and 13) shall apply. Parents whose application is turned down shall be entitled to appeal.

Arrangements for admission of pupils as St George's Academy builds to its full capacity

56. St George's Academy will open on 1 January 2010 with no published admission numbers for the school year 2009/10. Pupils in Years 7 to 13 will have been transferred automatically from the predecessor schools, St George's College of Technology, Coteland's School and The Aveland High School, all of which will close on 31 December 2009.

57. During the period from 1 September 2010 to 1 September 2013 there will not be a published admission number against which to consider applications for admission to all year groups. Initially in September 2010 there will be four such year groups, reducing by one in each subsequent academic year.

58. Admission to a year group without a published admission number will be based upon the size of teaching groups already existing in that year in St George's Academy and the efficient use of resources.

Right of appeal

59. There is a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to school admissions at age 5 (statutory school age) or above.

60. There is no statutory right of appeal against a decision by St George's Academy to place a pupil on one or other site of the Academy. However, the appeals committee of the Academy's governing body will consider any written representation in the event of dissatisfaction with placement on one or other of the two sites, should parents wish to express this or draw the committee's attention to any additional information.

Definitions

61 *Definition of siblings and the position of twins*

A sibling is defined as:

- a brother or sister who share one or both parents, whether or not resident in the same household;
- a half brother or half sister who share one common parent
- a step brother or step sister where two children are related by a parent's marriage
- an adopted or fostered child living in the same household under the terms of a residence order
- another child normally in residence for the majority of term time in the household for whom the adult in the household has parental responsibility and also has parental responsibility for the child currently attending the Academy.

In the case of twins or other children from multiple births (or two or more siblings in one year group) and where there is only one place available, the application will be considered together as one application and, as a consequence the admission number may be exceeded.

62 *Definition of the driving distance to an intending pupil's home*

The distance used is the driving distance from home to school and is measured electronically by the local authority on behalf of the Academy Trust. It is defined as the distance from the post office address point of the child's home to the post office address point of the Academy's site in Sleaford.