

ADMISSIONS POLICY 2019/20

Introduction

The admission arrangements reflect the wish of the Rodillian Multi-Academy Trust (RMAT) for the Academy to be an inclusive, all-ability school which serves the needs of parents and pupils in the local East Bierley, Birkenshaw, Birstall and Gomersal communities. Maintaining continuity as well as broadening choice and opportunity have been guiding principles in drawing up the admission criteria.

The RMAT is committed to delivering a fair and transparent admissions process which fully meets the statutory requirements and guidance contained in the current Codes of Practice for Admissions and Appeals as well as meeting its duties under the provisions of the Equalities Act 2010.

1 Admission arrangements to Year 7 from September 2019

The School is an Academy and the Rodillian Multi-Academy Trust is responsible for the admission arrangements.

The local authority has statutory responsibility for co-ordinating admissions to maintained schools and academies. Applications for admission to the Academy must therefore be made in accordance with the Local Authority's Co-ordinated Admissions Scheme, as published in "Kirklees Secondary School Guide for Parents 2019/20".

Parents wishing to apply for a place should make the Academy one of the three choices on the local authority website, complete an online application and submit by the published closing date. It is important that the form is submitted or returned by the closing date because forms received after this will be treated by the local authority as 'late' and not dealt with until all those received on time have been through the application process.

Parents residing outside Kirklees and who wish to apply for a place should complete and return a SCAF to their own local education authority.

The Published Admission Number (PAN) for the year group is 200.

If the school is oversubscribed places will be allocated by applying the following admission criteria in order:

Priority 1

A 'looked after child'¹ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.

Priority 2

Children who have an older brother or sister from the same address who will be on the roll of the Academy at the date of admission (the sibling rule).²

Priority 3

Children living³ in the school's Priority Admission Area (PAA)⁴ covering East Bierley, Birkenshaw, Gomersal and Birstall.⁵

¹ A 'looked after child' is a child who is (i) in the care of the Local Authority or (ii) being provided accommodation by the Local Authority in the exercise of their social services functions or (iii) having ceased being 'looked after' because they were adopted or became subject to a residence order or special guardianship order. A full definition can be found in Section 22(1) of the Children Act 1989. Children in priority 1 may be admitted above the Published Admission Number (PAN).

² In this context sibling means a full, step, half, adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of their entry to the Academy; the Academy may require proof of relationship. Twin and multiple birth siblings will benefit from the sibling rule if required.

³ The home address is where the child spends the majority of time and is living with the person who has parental responsibility and is the parent as defined in Section 576 of the Education Act 1996 (we may require documentary evidence). If a child regularly lives at more than one address the Trust will have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where Child Benefit is paid and where the child is registered with a doctor. The latest date to submit evidence of a significant house move will be 1 December 2018.

⁴ A map of the priority admission area (PAA) is available in school. The PAA has four sectors; Sector 1 - the village of East Bierley, Sector 2 - Birkenshaw, Sector 3 - Gomersal and Sector 4 - Birstall to the north west of the A62 Gelderd Road.

⁵ In the event that there are more applicants from within the PAA than there are places available, a quota system will operate in order to ensure a fair distribution of places across the four geographical sectors of the PAA. Following the application of criteria 1 and 2, the remaining places up to the PAN will be allocated to the four sectors in the following proportions: Sector 1 - 10%; Sector 2 – 30%; Sector 3 -30%; Sector 4- 30%. Within each sector priority will be given to children residing nearest to the school based on a straight line distance from the home address to the Academy. Children residing in the PAA who do not receive a place in the first 200 will be allocated a ranked waiting list place according to their proximity to the school based on the straight line distance from the home address to the Academy.

Priority 4

Children living outside the priority admission area who reside nearest to the school based on the straight line distance from the home address to the Academy.⁶

Random allocation by drawing lots will be used as a tie-break in either category '3' or '4' to decide who has highest priority for admission if the distance between two children's homes and the school is the same. The process will be independently verified.

The formal offer of a place will come from the local authority, who will write to parents on 1 March allocating a single secondary school to their child. Parents should note that if the school of first preference, as indicated on the SCAF, accepts their child then this is the only place which the LEA will offer. There is, therefore, no guarantee of a place at BBG Academy if the Academy is the second or third preference on the SCAF.

Parents have the right to make an appeal to an independent panel in the event that their child is refused a place (see admission appeals below)

2 Special Educational Needs/Educational Health Care Plans

Admission for children with special educational needs follows a different process to that outlined above. Children with an Educational Healthcare Plan (EHCP) which names the Academy will be guaranteed a place.

The process of agreeing a designated secondary school which is named on the EHCP involves consultation between, parents, the local authority and the primary and secondary school as to where a child's particular needs will be most appropriately met.

The Academy will ensure that admissions procedures and arrangements are accessible to disabled applicants and do not treat vulnerable children any less favourably.

3 Waiting List

Where there are more applications than places available, the Academy Trust will maintain a waiting list with a rank order determined by application of the published admission criteria. Any in-year application to year group which is full will be allocated a ranking on the waiting

⁶ Distance is measured in a straight line from a child's home address to the Academy. Measurements are calculated using six-figure National Grid Co-ordinates taken from the National Land and Property Gazetteer. This grid reference refers to a point that falls within the permanent building structure corresponding to the address. The boundary of the building structure for the address is derived from Ordnance Survey's "MasterMap". For smaller, residential properties the grid reference marks a point near the centre of the building. For larger properties, like schools with, for example, multiple buildings and large grounds, the grid reference relates to a point inside the main addressable building structure. The distance calculated is accurate to within 1 metre.

list following the application of the admission criteria at the time of application. Waiting lists for a particular year group will be maintained until the end of the academic year, following which parents will be asked to confirm if they wish their child to remain on the list. Accepting a waiting list place does not affect the statutory right of appeal.

4 In year admissions

The Academy Trust will consider applications to year groups other than the normal year of entry. Parents seeking in-year admission should make application directly to the Academy Trust at the address below. If the year group is full the Trust will not admit the child unless they either meet priority 1 (looked after children) or if a relevant section of the Statutory Code of Practice such as the Fair Access protocol applies. If the year group has a vacancy and more applications are received than there are places available the published admission criteria will apply. Parents whose application is turned down have the right of appeal to an independent panel and may also apply to have their child's name added to a waiting list.

5 Appeals

Parents or guardians may appeal against a decision to refuse admission to an independent appeal panel appointed under the provisions of the School Standards and Framework Act 1998 and the School Admissions (Appeal Arrangements) (England) Regulations 2012. The decision of the Independent Appeal Panel will be binding on the Academy Trust and on the parent or guardian. Parents wishing to exercise their right to appeal should contact admissions@bbgacademy.com for further information.

6 Admissions Timetable

<i>September/October</i>	Open evenings for prospective Year 7 pupils
<i>31 October</i>	Closing date for submission of local authority SCAF
<i>December</i>	Local authority provides Trust with details of applications. Trust applies admission criteria and returns a ranked list to the local authority
<i>January/February</i>	Local authority co-ordinates admission applications matching the places available to parental preferences. Parents will receive the offer of single place at the highest ranked school which offers them a place.
<i>1 March</i>	Local authority sends out formal offer of a place
<i>May- June</i>	Admission appeal hearings
<i>July</i>	Induction days for new pupils

7 Further Information

Further information regarding the admissions process may be obtained by sending an email to admissions@bbgacademy.com.