

Admissions Policy

PARKWOOD E-ACT ACADEMY ADMISSIONS POLICY

1. This document sets out the admission arrangements for the Parkwood E-ACT Academy. This document forms an Annex to the Funding Agreement between the Parkwood E-ACT Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Sheffield City Council LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Sheffield City Council LA.
3. Notwithstanding these arrangements, the Secretary of State may direct the Parkwood E-ACT Academy to admit a named student to the Parkwood E-ACT Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.
4. All applicants will take a standardised test. The test is not „pass or fail“ but is designed to ensure that students of all abilities have an equal chance of getting into the Academy. When there are more students applying than there are places an oversubscription criteria will be applied. Oversubscription criteria can be found in section 10.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

5. The admission arrangements for the Parkwood E-ACT Academy for the year 2013/2014 and, subject to any changes approved by the Secretary of State, for subsequent years are:
 - a. The Parkwood E-ACT Academy has a planned admission number of 210 in Year 7. Year 8 and subsequent years will admit 180 students in each year group if sufficient applications are received.
 - c. The Parkwood E-ACT Academy may set a higher admission number for any specific year. The Academy is not required to consult on any proposed increase to the planned admission number; however it must notify the Local Authority of the increase and specify the changes on the academy website. Students will not be admitted above the Planned Admission Number unless exceptional circumstances apply.

Process of application

6. Applications for places at the Academy will be made in accordance with Sheffield City Council Local Authority's co-ordinated admission arrangements, and parents will complete their home Local Authority Common Application Form. Parkwood E-ACT Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by Sheffield City Council Local Authority:
 - a. September –Open evenings and other opportunities for prospective students and their parents to visit the school will be available **Please note that, to be considered for admission, all applicants must complete and submit their home Local Authority's common application form, including Parkwood E-ACT as one of their preferences.** The Academy will also provide information to the Local Authority for inclusion in the composite prospectus, as required.
 - b. September/October – The Academy will provide opportunities for parents to visit the Academy.
 - c. October – Parents complete the Common Application Form of their home Local Authority and return it to their home Local Authority to administer.
 - d. November – Sheffield City Council Local Authority receive the admission data for Parkwood E-ACT Academy from the Local Authorities and forward this admission numbers to Parkwood E-ACT Academy.
 - e. Early March – One offer of a secondary school place is made to parents by their home Local Authority.
 - f. Parkwood E-ACT Academy sends appointments to all applicants for assessments for students to be held in early April. .

Consideration of applications

7. The Parkwood E-ACT Academy will consider all applications for places.
8. Where fewer than 180 applications are received, (210 in Year7), the Academy will offer places to all those who have applied.
9. Any Students with an Education Health Care Plan (EHCP), where Parkwood E-ACT Academy is named on the EHCP and can meet the needs of the individual student will be admitted.

Procedures where the Parkwood E-ACT Academy is oversubscribed

10. If oversubscribed the following criteria will be used to allocate places:
To Looked After and Previously Looked After Children

- a. Students without an EHCP, where the child has a physical or mental impairment that has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities and this requires admission to the school applied for¹.
- b. Students whose siblings currently attend the school²
- c. Pupils currently attending Named Feeder Schools³
- d. By distance from the school

Operation of waiting lists

11. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Parkwood E-ACT Academy receives more applications for places than there are places available, a waiting list will operate. This will be maintained jointly by Parkwood E-ACT Academy and Sheffield City Council 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.
12. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. Looked after children and previously looked after children will take precedence over those on the waiting list.

Arrangements for appeals panels

13. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Parkwood E-ACT Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

¹ We will require written supporting evidence from a relevant professional, e.g. Doctor or Specialist which must be sent at the time of the application. Copies should be sent to Parkwood E-ACT Academy direct. Decisions made using this criteria will be taken with referral to an independent specialist. Examples of physical/mental impairment that may require entry to a specific school include: mobility or co-ordination problems; speech, hearing or eyesight impairment; or progressive conditions e.g. cancer, multiple sclerosis, muscular dystrophy; or recognised mental illness.

² Years 7 to 11 on the date of admission (for this purpose "sibling" means half or full brother or sister; or adoptive brother or sister; or children of the same household.

³ Named Feeder Schools are: Pathways E-ACT Primary Academy

Arrangements for admitting students to other year groups, including to replace any students who have left the Parkwood E-ACT Academy

17. 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 must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our over subscription criteria will apply. Parents of children whose application is turned down are entitled to appeal.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

1. Consultation

1.1 The Parkwood E-ACT Academy shall consult each year on its proposed admission arrangements.

1.2 The Academy will consult by 1 March:

- a) Sheffield City Council LA;
- b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- c) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation.

2. Determination and publication of admission arrangements

2.1 Following consultation, the Parkwood E-ACT Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

3. Publication of admission arrangements

3.1 The Parkwood E-ACT Academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Sheffield City Council LA and neighbouring LAs within the catchment area;
- b) copies being sent to the offices of Sheffield City Council LA and neighbouring LAs within the catchment area;
- c) copies being made available without charge on request from the Academy;
- d) copies being sent to public libraries in the area of Sheffield City Council LA and neighbouring LAs within the catchment area for the purposes of being made available at such libraries for reference by parents and other persons.

3.2 The published arrangements will set out:

- a) the name and address of the Academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation;

- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

4. Representations about admission arrangements

4.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Parkwood E-ACT Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult the Parkwood E-ACT Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

4.2 Those consulted have the right to ask the Parkwood E-ACT Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Parkwood E-ACT Academy and will then determine the Published Admission Number.

4.3 In addition the Secretary of State may direct changes to the Parkwood E-ACT Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

5. Proposed changes to admission arrangements by the Parkwood E-ACT Academy after arrangements have been published

5.1 Once the admission arrangements have been determined for a particular year and published, the Parkwood E-ACT Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

6. Need to secure Secretary of State's approval for changes to admission arrangements

6.1 The Secretary of State will consider applications from the Parkwood E-ACT Academy to change its admission arrangements only when the Academy has notified and consulted the proposed changes as outlined at 18 – 19 above.

6.2 Where the Parkwood E-ACT Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting

out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

6.3 The Secretary of State can approve, modify or reject proposals from the Parkwood E-ACT Academy to change its admission arrangements.

6.3 Records of applications and admissions shall be kept by the Parkwood E-ACT Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.