

SASH Education Trust

Name of Policy:

Admissions Policy

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This policy version supersedes all previous issues



1 INTRODUCTION

Grove Academy is a local school for local children and families. It is the second school to have opened as part of The SASH Education Trust, the first school being Ditton Park Academy which opened in 2014.

Grove Academy is a state funded, co-educational, all through Academy, unique in Slough as it is an all through school, taking children from primary school age right through to 18.

Children who are admitted into the primary phase of the school i.e. Reception or any subsequent primary year, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place.

In September 2019 there will be 120 places available in Reception and 180 places available in Year 7.

Students will be admitted in to the sixth form in 2022 at the latest and consultation will take place regarding admissions arrangements for this year group prior to that, at the appropriate time.

When the school is full, the primary phase of the school will have 120 children in each year group. Years 7 to 11 will have 180 students in each year group and, eventually, the whole school will have 1,940 places including 200 sixth form places.

The Grove Academy is committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the School Admissions Code, the School Admission Appeals Code and admissions law as they apply to Academies. We will operate in keeping with the local Fair Access Protocol and SASH Education Trust protocols.

2 ADMISSION OF CHILDREN TO RECEPTION 2018

2.1 Application Process for Reception Places

The Planned Admission Number (PAN) for 2019/20 for Reception is 120 (four forms of entry).

The school will provide for the admission of all children in the September following their fourth birthday. Children eligible for entry to Reception in September 2019 will have been born between 1st September 2014 and 31st August 2015.

We are required to organise our infant classes in groups of 30 or fewer to a teacher.

Applications for places in Reception at the Grove Academy will be dealt with as part of Slough Borough Council's Coordinated Admissions process. The deadline for application is 12th January 2019. Copies of the Common Application Form (CAF) are available from 1st September 2018 from the School Services, Admissions and Transport Team at Slough Borough Council by telephone on 01753 875728 or online at: www.slough.gov.uk/admissions where full details of the application process are also available.

Application forms can also be downloaded from the Grove Academy website (www.groveacademy.co.uk), printed, completed and posted to the School Services, Admissions and Transport Team St Martins Place, 51 Bath Road, Slough, Berks SL1 3UF.

Please note that children who are admitted into the primary phase of the school, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place.

Inaccurate or false information on the form could result in the place being withdrawn.

Where a child is below compulsory school age in the September following their fourth birthday, parent/carers may request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parent/carers may further request that their child takes up the place part-time until their child reaches compulsory school age.

Parents / carers may request that their child is admitted to a year group outside their normal age range. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Governors will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. They will ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. If the request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is: with the application, parents / carers should request that the child is admitted to another year group, stating which one; they should give the reasons for that request and submit any evidence in support of their case, for instance from a medical practitioner. Such applications may not be possible in the first years of opening as not all age groups will be admitting children.

2.2 Late Applications

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed.

2.3 Appeals

Those who are offered a place at the Grove Academy will be informed by the Local Authority; letters are posted on 16th April 2019. Parents / carers who are not offered a place through this process have a right to appeal against the decision. The Grove Academy will use an independent appeals service. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels. These panels are independent of the school.

2.4 Parents / carers who wish to appeal should contact:

Slough Borough Council, Democratic Services Section on 01753 875015.

Information on the timetable for the appeals process will be posted on the school website: www.groveacademy.co.uk and by Slough Borough Council.

Parents / carers should make sure that they leave enough time to complete the form and return it by the deadline.

The deadline for 2019 will be in line with that published by Slough Borough Council.

2.5 Waiting Lists

If the Grove Academy is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list managed by the Local Authority from 16th April 2019 to the 4th May 2019, and after that date by the school. If vacancies arise before the end of the autumn term, applicants will be offered places in accordance with the published oversubscription criteria. At the end of the autumn term, the waiting list will cease to operate and parents would need to make an application for an 'in year' admission, managed by Slough Borough Council, if they still want their child to be considered for a place at the school.

Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

2.6 Admissions Policy: Reception

The published admission number (PAN) for Reception for 2019 is 60. If there are fewer than 60 applications, all applicants will be offered a place. Places will be allocated regardless of ability.

2.6.1 Admissions Oversubscription Criteria

Looked After Children, children who have been previously looked after and adopted children who were formerly looked after by the Local Authority will take priority over all other applicants.

Note: "children looked after" by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1)) of the Children Act 1989.

Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the school must, by law, be admitted to the Grove Academy.

After these requirements have been met, places will be allocated in line with the following objective oversubscription criteria in this order:

- Children with a strong social or medical reason. This must be supported by written evidence, accepted by the school, from a professional such as a GP, hospital consultant or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social or medical need. (Examples of strong medical or social grounds could be serious domestic or family problems or the child having a chronic medical condition).
- Siblings of children who will be attending the school in the year of admission. "Sibling" means one of two (or more) children who have one or more parent in common, or any other child (including an

adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

- Children of staff employed by the SASH Education Trust (including Grove Academy staff) who have been recruited to fill a vacant post in a demonstrable skill shortage area or who have been in post for at least two years at the time of the application.
- Distance from the school measured by a straight line measured from the main on street entrance of the child's home (whether that be front gate or front door) to the main gate of the school using GIS software.

(Note: for the purposes of defining the address of the child, if the child resides for part of the week with one parent and with the other for the remaining part of the week, then the address of the parent living closest to the school will be used.)

- In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building.
- The final criteria (distance) will always be utilised in the event of a tie-breaker. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than the Grove Academy.
- Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

3 IN-YEAR ADMISSIONS

Applications for in-year admissions will be made on the Application Form provided by the Local Authority.

Inaccurate or false information on the form could result in the place being withdrawn.

The published Admissions Criteria will apply to applicants. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

Please note that children who are admitted into the primary phase of the school, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place.

3.2 Late Applications

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed.

3.3 Appeals

Parents / carers who are not offered a place for an in-year application will have a right to appeal against the decision. The Grove Academy will use an independent appeals service. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels. These panels are independent of the school.

4 SECONDARY PHASE ADMISSIONS

4.1 Admissions Process for Year 7 admission in 2019

The Planned Admission Number (PAN) for 2019/20 for Year 7 is 180 (six forms of entry).

Applications for places in Year 7 at the Grove Academy will be dealt with as part of Slough Borough Council's Coordinated Admissions process. The deadline for application is 31st October 2018. Copies of the Common Application Form (CAF) are available from 1st September 2018 from the School Services, Admissions and Transport Team at Slough Borough Council by telephone on 01753 875728 or online at: www.slough.gov.uk/admissions where full details of the application process are also available.

Application forms can also be downloaded from the Grove Academy website (www.groveacademy.co.uk), printed, completed and posted to the School Services, Admissions and Transport Team St Martins Place, 51 Bath Road, Slough, Berks SL1 3UF.

Please note that, in future, children who were admitted into the primary phase of the school, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place – see paragraph 4.6.2 below.

Inaccurate or false information on the form could result in the place being withdrawn.

4.2 Late Applications

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed.

4.3 Appeals

Those who are offered a place at the Grove Academy will be informed by the Local Authority; letters are posted on 1st March 2019. Parents / carers who are not offered a place through this process have a right to appeal against the decision. The Grove Academy will use an independent appeals service. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels. These panels are independent of the school.

4.4 Parents / carers who wish to appeal should contact:

Slough Borough Council, Democratic Services Section on 01753 875015.

Information on the timetable for the appeals process will be posted on the school website: www.groveacademy.co.uk

Parents / carers should make sure that they leave enough time to complete the form and return it by the deadline.

The deadline for 2019 will be in line with that published by Slough Borough Council.

4.5 Waiting Lists

If the Grove Academy is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list managed by the school and, should vacancies arise before the end of the autumn term, will be offered places in accordance with the published oversubscription criteria. At the end of the autumn term, the waiting list will cease to operate and parents would need to make an application for an 'in year' admission, managed by Slough Borough Council, if they still want their child to be considered for a place at the school.

Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

4.6 Admissions Policy: Year 7 (secondary phase)

The published admission number (PAN) for Year 7 for 2019 is 180. If there are fewer than 180 applications, all applicants will be offered a place. Places will be allocated regardless of ability.

4.6.1 Admissions Oversubscription Criteria

Looked After Children, children who have been previously looked after and adopted children who were formerly looked after by the Local Authority will take priority over all other applicants.

Note: "children looked after" by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1)) of the Children Act 1989.

Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the school must, by law, be admitted to the Grove Academy.

After these requirements have been met, places will be allocated in line with the following objective oversubscription criteria in this order:

- Children with a strong social or medical reason. This must be supported by written evidence, accepted by the school, from a professional such as a GP, hospital consultant or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social or medical need. (Examples of strong medical or social grounds could be serious domestic or family problems or the child having a chronic medical condition).
- Siblings of children who will be attending the school in the year of admission. "Sibling" means one of two (or more) children who have one or more parent in common, or any other child (including an

adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

- Children of staff employed by the SASH Education Trust (including Grove Academy staff) who have been recruited to fill a vacant post in a demonstrable skill shortage area or who have been in post for at least two years at the time of the application.
- Distance from the school measured by a straight line measured from the main on street entrance of the child's home (whether that be front gate or front door) to the main gate of the school using GIS software.

(Note: for the purposes of defining the address of the child, if the child resides for part of the week with one parent and with the other for the remaining part of the week, then the address of the parent living closest to the school will be used.)

- In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building.
- The final criteria (distance) will always be utilised in the event of a tie-breaker. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than the Grove Academy.
- Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

4.6.2 Moving from the Primary to the Secondary Phase

Underpinning the Admissions policy for the secondary phase of the Grove Academy is the importance of the continuity of learning from primary to secondary phase. Children's learning is enhanced and they make better progress if there is a smooth transition from Year 6 to Year 7.

The Grove Academy is an all-through school for students aged 4 -19 and as such, children who are admitted into the primary phase of the school, i.e. Reception or any subsequent primary year, will automatically continue in to Year 7 without the need for parents / carers to apply for a place.

In the future, students moving up from Year 6 of the Grove Academy will not need to apply for a place in Year 7 but will automatically be allocated a place.

The published admission number (PAN) for Year 7 will be 60 in the future (i.e. once there are pupils in Year 6). This is the number of new students who will be admitted to Year 7. These students will be in addition to those moving up from Year 6 of the Grove Academy. There will be a total of 180 places available in Year 7.

The Year 7 published admissions arrangements will include a date by which all Year 6 parents /carers will need to indicate whether or not they wish to take up their allocated place. If any do not, then additional places will be available for students not already attending the school.

Parents / carers of Grove Academy Year 6 students will, of course, be free to apply for alternative Year 7 places if they wish to, via the Local Authority coordinated scheme for Year 7 admissions.

The Admissions Policy for Post 16 (sixth form) will also be developed and consulted upon prior to the Grove Academy first admitting students in to Year 12 in 2022 at the latest.



Ditton Park Academy is a forward thinking, all ability school, inspiring learning and taking a significant lead in regenerating the heart of the Slough community - a local school for families in the neighbourhood. Our Admissions Policy reflects these aspirations.

Ditton Park Academy will provide secondary school places for young people aged 11 – 19 and the Admissions Policy for the Year 7 and Year 12 intakes is set out below.

Ditton Park Academy is committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the Schools Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to Academies.

Application Process

Ditton Park Academy will be part of the Local Authority's coordinated arrangements which requires all parents to complete a Common Application Form (CAF) provided by the Local Authority.

Copies of the form are available from the Admissions Team at Slough Borough Council or online at: www.slough.gov.uk/admissions where full details of the application process are also available.

In completing the Common Application Form, Ditton Park Academy must be listed as one of the preferences on the LA form. Inaccurate or false information on the form could result in the place being withdrawn.

We will operate in keeping with the local Fair Access Protocol.

Late Applications

Late applications will be dealt with according to the Local Authority coordinated scheme.

Appeals

Those who are offered a place at Ditton Park Academy will be informed during the first week of March by the Local Authority. Parents who are not offered a place through this process have a right to appeal against the decision. Ditton Park Academy will use an independent appeals service. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels.

Waiting Lists

If Ditton Park Academy is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list managed by the Local Authority and, should vacancies arise before the end of the autumn term, will be offered places in accordance with the published oversubscription criteria. At the end of the autumn term, the waiting list will cease to operate and parents would need to make an application for an 'in year' admission, managed by SBC, if they still want their child to be considered for a place at the school.

ADMISSIONS POLICY: YEAR 7

Ditton Park Academy is a, state funded school which has an agreed Published Admissions Number of 180 per year for admission into year 7 (120 in 2014) and shall admit up to this number each year. All applicants will be admitted if fewer than 180 applications are received (or fewer than 120 in 2014).

Where the school receives more applications for year 7 than it has places available the criteria listed below will apply.

Admissions Criteria

Children with an Education Health and Care Plan (formerly a statement of Special Educational Needs) where Ditton Park Academy is named on the statement must, by law, be admitted to Ditton Park Academy.

After this requirement has been met, places will be allocated in line with the following objective over-subscription criteria in this order:

- Any request for the allocation of a place for children looked after or formerly looked after (1) by the Local Authority and adopted children who were formerly looked after by the Local Authority will be admitted next.
- Children with a strong social or medical reason. This must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social and/or medical need.
- Siblings of children who will be attending the school in the year of admission i.e. brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at the school (note this criteria could not be applicable for the first round of applications for Ditton Park Academy in 2014).

(1) Note: “children looked after” by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1) of the Children Act 1989).

- Children of Ditton Park Academy staff who have been in post for at least two years at the time of the application and / or have been recruited to fill a vacant post in a demonstrable skill shortage area.
- Distance from the school measured by a straight line measured from the main on street entrance of the child’s home (whether that be front gate or front door) to the main gate of the school using GIS software.

The final criteria (distance) will always be utilised in the event of a tie-breaker.

In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process will be overseen by an independent body other than Ditton Park Academy.

Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

ADMISSIONS POLICY: YEAR 12

This Admissions Policy will be the subject of consultation and review prior to the first year of admission for Year 12 students to ensure that the minimum criteria set for access to Post 16 courses are appropriate, fair and equitable.

The proposed number of Year 12 places will be 100.

Capacity and admission number

Ditton Park Academy will operate a sixth form for a maximum total of 200 students. 100 places overall will be available in year 12 (the year 12 'capacity'), with pupils being admitted to year 12 in 2019. If fewer than 100 of the school's own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 100. There are a variety of Sixth Form courses on offer each with different entry requirements. Full details of these will be published annually in the Sixth Form prospectus and applicants should contact the school for information.

Oversubscription criteria

The Academy will admit any pupils with a statement of Special Educational Needs whose statement names the academy and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth form course and its level of qualification:

These are currently:

For level 3 courses: 5+ (9-5) grades at GCSE (including level 5 at Ma and En)

For level 2 courses: 5+ (9-3) grades at GCSE

(The school will adopt the preferred progress measure of the government at the time of opening the sixth form)

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the Sixth Form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements, priority, will be given in the following order:

- Looked after children and former looked after children who meet the minimum entry requirements (2);
- Siblings of children who will be attending the school in the year of admission i.e. brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at the school).

- Children of Ditton Park Academy staff who have been in post for at least two years at the time of the application and / or have been recruited to fill a vacant post in a demonstrable skill shortage area.
- Distance from the school measured by a straight line measured from the front gate / entrance of the child's home to the main gate of the school using GIS software.

The final criteria (distance) will always be utilised in the event of a tie-breaker. In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process will be overseen by an independent body other than Ditton Park Academy.

Review

This policy will be reviewed each year by The Trust and its members.

(2) Note: "children looked after" by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1) of the Children Act 1989).