



*Believe, Succeed, Together*

### **Admission Arrangements**

The PAN or admission limit is **220** pupils in 2019.

*The PAN was 200 for Year 8 and Year 9; 190 for Year 10; and 180 for Year 11.*

If the number of applications for places at the Academy is **within** the PAN, then the Academy will admit all pupils who apply.

If the number of applications for places at the Academy **exceed** the PAN, the following criteria will be applied, in priority order, to determine which pupils will be admitted:

1. Looked after children and children who were previously looked after. Any reference to looked after children refers to children who are in the care of local authorities as defined by section 22 of the Children Act 1989. In relation to school admissions legislation, a 'looked after child' is a 'child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after. Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking for all schools.
2. Pupils who have a sibling on roll at the Academy at the time of application. By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The 'same house' is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address, it is the address of the parent/guardian that is in receipt of the child benefit, that is considered the same address.
3. Pupils who are granted preferential admission (in respect to their aptitude in physical education and/or performing arts) up to a limit of 10%. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF). Prospective pupils will then be required to undertake an assessment of their aptitude.
4. Pupils living inside the Academy's priority admissions area.
5. Pupils of staff employed by the Academy where the member of staff has been employed for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
6. Pupils living outside the Academy's priority admissions area.

*Children with a Statement of Special Educational Need or EHCP follow a different process for admission. If the Academy is named in the Statement of Special Educational Need or EHCP, it must admit the child. Further information can be accessed via the links below.*

<http://www.southend.gov.uk/info/200225/childrenwithdisabilities/290/specialeducationalneeds>  
<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

In the case of oversubscription in any one category, places within that category will be allocated according to random allocation. The random allocation process is organised by the Vice Principal (using approved computer software) and supervised by someone independent of the Academy.

### **Preferential Admissions**

The Academy offers excellent **Physical Education** and **Performing Arts** tuition. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF). Prospective pupils will then be required to undertake an assessment of their aptitude. Aptitude testing is scheduled to take place in September and details can be found on the Academy's website.

### **Priority Admissions Area**

[http://www.southend.gov.uk/downloads/file/3561/catchment\\_area\\_postcode\\_look\\_up\\_table](http://www.southend.gov.uk/downloads/file/3561/catchment_area_postcode_look_up_table)

### **Over and Under Age Applications**

For admissions into Year 7, an applicant is 'under age' if he or she will be under 11 years of age on 31<sup>st</sup> August immediately prior to admission in September. In accordance with the published Coordinated Admission Scheme, the LA (Southend-on-Sea Borough Council) will only accept applications from under age applicants who have been registered in Year 6 of their primary schools from the first day of the school year in which they apply for a secondary school place. This effectively requires that the decision to promote the child to the year group above his/her chronological age group must be taken by the primary school prior to the end of the summer term in the calendar year in which the child applies for a secondary school place.

An applicant is 'over age' if he or she is 12 years of age or over on 31<sup>st</sup> August immediately prior to admission in September. Southend-on-Sea Borough Council will not accept over age applicants for Year 7 admissions unless there are verified exceptional circumstances for a child to repeat one of the primary school years, for example, extended illness. Southend-on-Sea Borough Council will seek verification from the Headteacher of the primary school concerned that an over-aged applicant has medically certifiable reasons or some other exceptional reason for being an over-aged applicant. Southend-on-Sea Borough Council will investigate thoroughly the circumstances through which any child is found to be studying in Year 6 for the second time, especially if this should involve an application to sit the CSSE selection tests for a second time. *Medical evidence will be required for such applicants.*

This following information will be documented and provided to the Academy:

- The parent's views.
- Information about the child's academic, social and emotional development.
- Where relevant, the child's medical history and the views of a medical professional.
- Whether the child has previously been educated out of their normal age group.
- Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely.
- The views of the Headteacher of the schools concerned.

The Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of the normal age group.

A parent cannot appeal against refusal of an 'out of normal age group' application.

## Waiting Lists

A child's name will automatically be on the Academy's Waiting List if they have been refused a place for the main round (normal transition point) to Year 7.

In accordance with the School Admissions Code, if the Academy is oversubscribed, any application received after the identified closing date will be slotted into the Waiting List in the appropriate position (ranked according to the admissions criteria) once the initial offers have been made.

The Academy's Waiting List for all year groups is closed at the end of each academic (school) year. If parents wish for their child to remain on the Waiting List, they will need to reapply in writing.

## Appeals

Parents unsuccessful in securing a place have the right to appeal to an Independent Appeals Panel. Details can be found on the Academy's website.

## In-Year Admissions

To apply for a school place during the academic year, or for Years 8-11, parents will need to complete an In-Year Application Form. Details can be found on the Academy's website.

## Timeline

Date	Event
31 <sup>st</sup> January 2018	Academy admission arrangements confirmed.
26 <sup>th</sup> February 2018	Trust sent the LA the admission arrangements for inclusion in the composite prospectus.
15 <sup>th</sup> March 2018	Admission arrangements were published on the Academy website.
16 <sup>th</sup> March – 15 <sup>th</sup> May 2018	Window for objections to the School Adjudicator.
12 <sup>th</sup> September 2018	Admission arrangements for 2019 are published by the LA in the composite prospectus and on the Academy website.