



# **ADMISSIONS POLICY FOR APOLLO PARTNERSHIP TRUST**

<b>DATE APPROVED BY TRUSTEES – STRATEGIC GROWTH COMMITTEE</b>	<b>January 2019</b>
<b>REVIEW DATE:</b>	<b>February 2020</b>

# Contents

	<b>Page</b>
Purpose of this policy	3
Applying for a place	3
The decision	3
Oversubscription criteria	3
Tie Break Criteria	4
Right to appeal	5
Withdrawing an offer or a place	5
Waiting list	6
Children of UK service personnel (UK Armed Forces)	6
Children from overseas	6
In year applications	6
Children with challenging behaviour	6
Human Rights Act 1998	7
The Admissions Timeline	7
Appendices - Map	

## **APOLLO PARTNERSHIP TRUST – ADMISSIONS POLICY**

For entry in September 2020 and in-year from September 2020. The admission authority for Apollo Partnership Trust academies is the Local Governing Body of each academy. Namely:

Broom Leys Primary Local Governing Body  
Castle Rock/King Edward VII campus Local Governing Body  
King Edward VII College Local Governing Body  
Newbridge High School Local Governing Body

The Trust is also responsible for arranging an independent appeal against refusal of a place at the school. The Trust has appointed the Local Authority (LA) to manage its Admissions on behalf of the Trust. Pupil Admission Number (PAN) is deemed to be the maximum number of children to be admitted in each year group.

### **Purpose of this policy**

The purpose of the policy is to ensure that places at Apollo Partnership Trust academies are allocated and offered in an open and fair way.

### **Applying for a place**

A parent can apply for a place for their child at any state-funded school in any area. Parents apply to the local authority in which they live for a place at Apollo Partnership Trust academies and any other preferred schools.

For standard entry in September to any Apollo Partnership Trust primary academies, the annual closing date is 15 January for a place the following academic year (see below for in year applications).

For standard entry in September to any Apollo Partnership Trust secondary academies, the annual closing date is 31 October for a place the following academic year (see below for in year applications).

### **The decision**

The Published Admission Number (PAN) for entry in September at Apollo Partnership Trust academies is:

Broom Leys Primary – Reception **85**  
Castle Rock/King Edward VII Campus – Year 7 **250**  
Newbridge High School campus – Year 7 **150**

Apollo Partnership Trust academies will admit this number of pupil to our academies if sufficient applications are received. All applicants will be admitted if these numbers or fewer apply.

If any Apollo Partnership Trust academy is undersubscribed, any parent that applies to the academy will be offered a place. If oversubscribed, oversubscription criteria will apply unless the application meets the requirements of the Fair Access Protocol.

### **Oversubscription criteria**

When there are more applications for an academy within the Trust than there are places available, and after children with an Educational Health and Care Plan (EHCP) have been admitted (where a Trust academy is named in the Plan), the following criteria will be used to allocate places (in the order listed):

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (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 the definition in section 22(1) of the Children Act 1989).
2. Children with a sibling attending the Trust academy at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters
3. Children living permanently in the Trust's catchment area. A map is available at the end of this policy.
4. Children currently attending a feeder primary school who do not live in the catchment area. The designated feeder schools and joint feeder schools are:

- All Saints CE Primary School
- Belvoirdale Primary School
- Broom Leys Primary School (part of Apollo Partnership Trust)
- Ellistown Community Primary School
- Holy Cross Catholic Primary School
- Hugglescote Primary School
- Ibstock Junior School
- Dove Bank Primary School
- New Swannington Primary School
- Saint Clare's Catholic Primary School
- Swannington Primary School
- Thringstone Primary School
- Warren Hills Primary School
- Whitwick St John the Baptist CE Primary School

#### **Criteria 4 only applies to secondary schools within the Trust and NOT Broom Leys**

5. Children starting at a primary school with a sibling attending at the same time in the linked secondary school. The term 'sibling' includes half brother or sister or legally adopted child being regarded as the brother or sister.

6. Children of staff, where the member of staff has been employed at the Trust academy on a permanent contract for more than 12 months on at the time at which the application for admission to Trust academy is made.

7. Children who live nearest to Trust academy that they are applying to 'as the crow flies'.

#### **Tie Break Criteria**

Where the number of applications exceeds the number of places available, children will be put in priority order by using a combination of the highest criterion and distance. Distances are measured in a straight line from the centre point of the property to the school's main designated front gate, using a computerised mapping system (Geocoding).

Random allocation will be used in a tie-break to decide who has highest priority for admission if the distance between two children's homes and the Trust academy is the same.

Some admission authorities use other criteria when allocating places. For the purposes of clarity, the Trust academies do not allocate places on the basis of faith, ability.

The Trust academies may need to ask for proof of the following when applying the oversubscription criteria:

- Address
- Child's date of birth
- A copy of an adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

All preferences are collated. Parents then receive an offer from the local authority, the Trust's Admissions Consultants, at the highest preference school at which a place is available on 1 March for secondary academies or 16 April for primary academies or the first working day thereafter in the year in which the child will be admitted.

#### **Right to appeal**

Parents, and in some circumstances children, have the right to appeal against any academy within the Trusts decision to refuse admission.

The local authority, on behalf of Apollo Partnership Trust, will set out the reasons for the decision, confirm that there is a right of appeal and explain the process for hearing such appeals. An

independent appeals panel will be established to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the Trust's academy is required to admit the child.

When a parent is informed of a decision to refuse their child a place at the school, correspondence will include:

- The reason why admission was refused.
- Information about the right to appeal.
- The deadline for lodging an appeal.
- The contact details for making an appeal.

Parents will be informed that, if they wish to appeal, they must set out their grounds for appeal in writing.

### **Withdrawing an offer or a place**

Apollo Partnership Trust will withdraw an offer if:

- It has been offered in error.
- A parent has not responded within a reasonable period of time to accept the offer of a place (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Apollo Partnership Trust will not withdraw a place once a child has started at any Trust academy, except where that place was fraudulently obtained.

### **Waiting list**

If any Trust academy is oversubscribed, the local authority, on behalf of Apollo Partnership Trust, will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria.

Priority will not be given to children based on the date their application was received or when their name was added to the list.

Parents of gifted and talented children, those with special educational needs or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. The Trust's academies will make decisions on the basis of the circumstances of each individual case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group at any Trust academy.

### **Children of UK service personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to this area, the Trust academies will:

- Allocate a place in advance, if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Ensure that arrangements support the Government's commitment to removing disadvantage for service children.

### **Children from overseas**

Apollo Partnership Trust will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

### **In year applications**

Apollo Partnership Trust have appointed the Local Authority (LA) as our Admissions consultants who will, on receipt of an in-year application, manage the Trust's In Year application process. Any In year applications should be made via the LA online application system:

- Allocate a place if one is available.
- If a place is not available, add the child to the waiting list and consider the application against the oversubscription criteria.
- Inform parents of their right to appeal against the refusal of a place.
- Liaise with the Local Governing Body regarding both the application, and its outcome.

### **Children with challenging behaviour**

- The Trust will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.

Apollo Partnership Trust participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is no duty for any Trust academy or other admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

- Where the governing board does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the local Inclusion Partnership under the Fair Access Protocol. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour are already on roll.
- The Trust will not refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs.

## **Human Rights Act 1998**

The Human Rights Act 1998 confers a right of access to education. This right does not however extend to securing a place at a particular school. The Trust will consider parents' reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

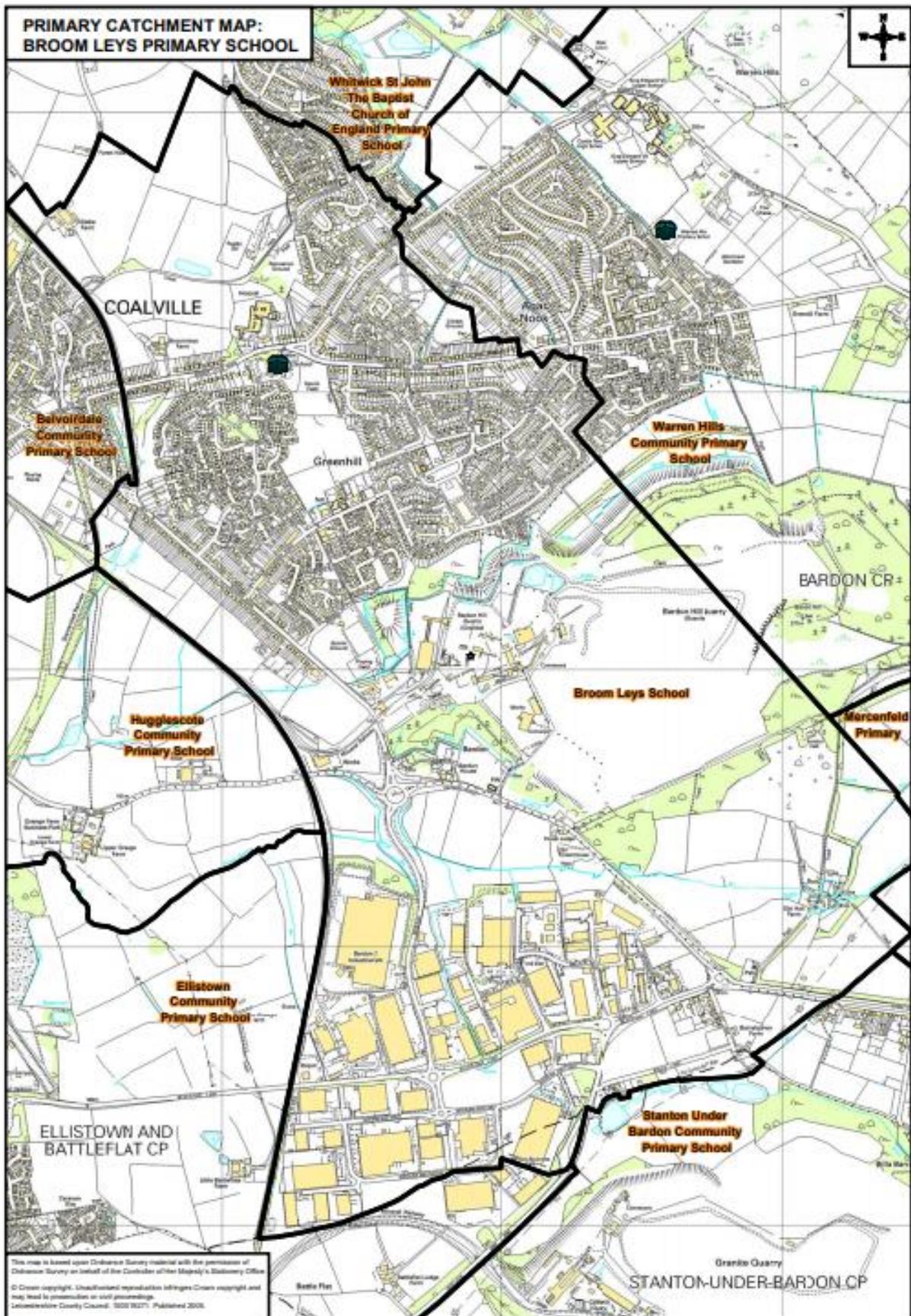
## **The Admissions Timeline**

15 January 2020	Closing date for standard applications for September entry applications for a place at the Trust's Primary academies to the local authority.
31 October 2019	Closing date for standard applications for September entry applications for a place at the Trust's Secondary academies to the local authority.
28 February 2020	Publication of Apollo Partnership Trust academies appeals timetable as managed by the LA on website.
1 March 2020	National offer day for secondary school places.
16 April 2020	National offer day for primary school places.
April and May 2020	Appeals process and outcomes.
August 2020	New intake starts at school.

Anyone who considers that Apollo Partnership Trust's arrangements are unlawful can make an objection to the Schools' Adjudicator. Objections must be referred to the Adjudicator by 30 June in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools' Adjudicator:

<https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator>

# Catchment Area for Broom Leys Primary School with the Trust



## Catchment Area Map for Secondary academies within the Trust

