



Biddick

Academy

<i>Name of Policy</i>	Admissions
<i>Aims of Policy</i>	<ul style="list-style-type: none">• Explain how to apply for a place at the school• Set out the school's arrangements for allocating places to the pupils who apply• Explain how to appeal against a decision not to offer your child a place
<i>Date Valid</i>	September 2020 – September 2021
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<i>Responsibility for Review</i>	Assistant Headteacher

Admissions Policy

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked after children are children who, at the time of making an application to a school, are:
In the care of a local authority, or
Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
Became subject to a child arrangements order, or
Became subject to a special guardianship order

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 224 pupils for entry in year 7 for September 2020.

6.2 Oversubscription criteria

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school, will be admitted before any other places are allocated.
If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below in order until all places are filled.

1. **‘Looked-after’ child** – a child that is ‘looked-after’ by a Local Authority in accordance with Section 22(1) of the Children’s Act 1989 and a child who was looked after, but ceased to be so, because of adoption (or become subject to a residence order or special guardianship order).

2. Attendance in Key Stage 2 (age 7-10+) at a designated cluster junior or primary school

- (a) Biddick Primary School
- (b) JFK Primary Academy
- (c) Fatfield Primary Inspire Academy
- (d) Barnwell Primary Academy
- (e) New Penshaw Primary Inspire Academy
- (f) Rickleton Primary School

3. **A sibling link** - an older brother/sister or older child (including adoptive, foster or step-children) that shares the same parent/carer and lives at the same address, who will still be attending Biddick Academy at the time of admission.

4. **Exceptional medical or psychological reasons** (you must include a medical or psychological report, prepared by a professional, to confirm information that you include in this section. This report should explain why only this academy can meet your child’s medical or psychological needs. Common childhood medical conditions such as asthma or giving a child’s nervousness at starting new school as a psychological reason for choosing a particular school/academy are unlikely to be accepted as exceptional). If you intend to use this criterion when expressing a preference, please contact the School Admissions Team before completing the application form. (Eligibility under this category will be considered by a meeting of Senior Academy staff/directors).

5. Pupils for whom preferences are expressed on grounds other than those outlined above

Within each of the above, places will be offered on the basis of distance from the centre of the home address to the main entrance of the academy with priority being given to those living closest to the academy. Distance is measured by the shortest safest walking distance, using a geographical information system (GIS).

At the first stage of allocations there will be no distinction between 1st, 2nd, 3rd etc. preference applications. Therefore, all applications will be considered equally against the admission criteria and at the same time.

In determining allocations, priority will be given to those applications where the parental preference is received by the published deadline date.

Where it is not possible to offer a place at the academy, the child will be placed on a waiting list. The waiting list is sorted using the admission criteria.

Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of the Biddick Academy Trustee Board at the academy address.

The Trustee Board of Biddick Academy will be the Admission Authority for this academy. The Trustee Board intends to admit up to 224 pupils to Year 7 in September 2020.

7. In-year admissions

You can apply for a place for your child at any time outside of the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following address:

School Admissions Team
Civic Centre
Burton Road
Sunderland
SR2 7DN

8: Unity Provision

Biddick Academy hosts a Local Authority maintained provision on site for 35 students with ASD and have an Educational Health Care Plan naming Biddick Academy Unity Provision. It is the Local Authority who allocate places within this provision and not the Academy Trust. The resources dedicated to the provision are not available to students within school.

9. Appeals

Please note that this does not apply to children with a statement of SEN or Education, Health and Care Plan. Appeals for these children are dealt with by the SEN and Disability Tribunal.

If my child is not offered a place at any of my preferred schools/academies, can I appeal?

Yes – If your child is not offered a place at any of your preferred schools/academies, you have the right to appeal against this decision to an independent appeal panel.

How do I do this?

If it has not been possible to offer a place at your preferred Community school(s), information would have been included with your letter from the School Admissions Team. If you wish to appeal against this decision you would need to request a form from the Schools Admissions Team. You will then need to complete the form, outlining your reasons, and return it to the Clerk to the School Admission Appeals Panel of the City Council.

If your preferred school(s) is a Voluntary Aided school or Academy, your letter from the School Admissions Team would have explained that you need to contact the school/academy directly to obtain information about the appeal process.

If your preferred school is outside of the City of Sunderland, your letter from the School Admissions Team would have explained that you need to contact the LA where the school is situated directly to obtain information about the appeals process.

What happens next?

Appeal hearings are usually held between May and July but may still be held up to and during the summer holidays. You should complete and return your appeal form as soon as possible, so that an appeal hearing can be arranged.

You will be notified of the date of the appeal hearing at least 2 weeks prior to that date. A week before the hearing is due to take place, you will receive a copy of the LA's statement of case. This will explain why it was not possible to offer your child a place at the school and the implications of more children being admitted above the admission number.

If you are appealing for a place in a Voluntary Aided school or Academy, you will receive a copy of the statement of case for the school or Academy.

What happens at the appeal hearing?

The appeal hearings for all Community schools and most Aided schools and Academies are held in the Civic Centre and you will be invited to attend. Although there is a process to follow for the appeal hearing, the panel members do try to keep the meeting as informal as possible. It is possible to bring along a friend to support you.

The panel members are trained volunteers and are completely independent of People Services, the City Council, Together for Children and schools.

As the decision that is made by the panel members is final, it is very important that you take this opportunity to put forward your reasons for wanting a place in this school/academy.

The panel will consider the LA's/school's/academy's case against your reasons and make a decision. You will be notified of the panel's decision in writing within five working days of the hearing.

What if my appeal is successful?

If your appeal is upheld (successful) then you have secured a place in the school/academy for your child. Your child's details will be forwarded to the school/academy and they will be included in any visits, etc.

If you have accepted a place in any other school/academy (e.g. second or third preference school), then the offer of this place will be cancelled. Your child's name will be removed from this school/academy's list.

What if my appeal is unsuccessful?

If your appeal is dismissed (unsuccessful), this decision is final. Your child will remain on the waiting list in case any vacancies arise.

It is only possible to have one appeal for the same school/academy within the same year group, unless there is a significant change in circumstances.

The School Admissions Team will continue to encourage you to consider other schools/academies for your child, while still remaining on the waiting list for your preferred school/academy.

What can I do if I'm unhappy about the Panel's Decision?

There is no further appeal. The letter that you receive explaining the decision of the Appeal Panel will inform you about the limited options that are available

There is no right of appeal to the Secretary of State for Education. The Secretary of State cannot review or overturn decisions of appeals panels but has a limited power to intervene in very exceptional circumstances.

The Local Government Ombudsman is not able to overturn an appeal panel's decision but can investigate written complaints about maladministration on the part of an admission appeals panel in respect of Community Schools. Currently the Education and Skills Funding Agency (ESFA) are appointed to investigate complaints about Academy Independent Admission Appeal

Panels on behalf of the Secretary of State. This is not a right of appeal and has to relate to issues such as a failure to follow correct procedures or a failure to act independently, rather than complaints where you simply feel that the wrong decision has been made

10. Monitoring arrangements

This policy will be reviewed and approved by the Board of Trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trustee Board will publicly consult on these changes.