



Admissions Policy 2018-2019

Admissions Policy

1 Statement of Policy

- 1.1 This policy sets out the admission arrangements for Sirius Academy West in accordance with the Funding Agreement between the Sirius Academy Multi Academy Trust and the Secretary of State.
- 1.2 Sirius Academy West will act in accordance with the School Admissions Code and the School Admission Appeals Code published by the Department for Education. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Local Governing Body of the Academy. The Academy will take part in the Admissions Forum set up by the LA and will participate in the coordinated admission arrangements operated by the LA and the local Authority in-year fair access protocol.
- 1.3 The Academy has no religious affiliation, and will admit students of any or no faith.
- 1.4 The Secretary of State may direct;

The Academy to admit a named student to Sirius Academy West on application from a Local Authority. Before doing so, the Secretary of State will consult the Academy.
The Secretary of State may also direct the Academy to admit a named student to Sirius Academy West if the Academy has failed to act in accordance with admissions and equalities legislation.

2 Admission arrangements approved by the Secretary of State

- 2.1 The admission arrangements for Sirius Academy West for the year 2018/2019 and for subsequent years are:
- 2.2 The capacity of the academy is 1650 students (including 200 in the College@Sirius). The Academy has an agreed admission number of 290 in all year groups from Year 7 to Year 11 students.
- 2.3 The Academy can increase the Published Admission Number (PAN) without the need to consult but any proposal to increase the PAN must be notified to the Local Authority (LA) and be published on the Academy website.
- 2.4 If no changes are made to admission arrangements in future years, the Academy is only required to consult every 7 years.

3 Process of Application

- 3.1 Applications for places at the Academy will be made in accordance with the LA's

co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the LA. The Academy will use the following timetable for applications each year (exact dates may vary from year to year) which will, whenever possible, fit in with the common timetable agreed by the Hull Admissions Forum or LA.

- 3.2 By September, the Academy will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
- 3.3 By September/October, the Academy will provide opportunities for parents/carers to visit the Academy.
- 3.4 In October/November, the Common Application Form will be completed and returned to the LA to administer. The closing date for applications will be mid-October as set out in the LA's coordinated admissions scheme.
- 3.5 LA will send a list of students who have expressed a preference.
- 3.6 The Academy will return list of students to be offered places to LA in January.
- 3.7 January/ February- LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- 3.8 At the beginning of March, offers will be made to parents by LA on national allocation date.

4 Consideration of Applications

- 4.1 The Academy will consider equally all applications for places. The Academy will encourage and support applications from students in all areas. Where fewer than the published admission number for Year 7 are received, the Academy will offer places to all those who have applied. Closing date for applications is 31st October unless this falls on a weekend but the Academy will deal with all applications, in accordance with the LA's co-ordinated scheme.

5 Procedures where Sirius Academy West is oversubscribed

- 5.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Children with an Education, Care and Health Plan (ECHP), where the Academy is named in the plan, are automatically entitled to a place which will include places for hearing and visually impaired (HI/VI) students. The allocation of the remaining places is as follows;

5.1.1 Children in public care ('Looked After' Children). The definition of "Looked After" children includes children who were in care but have since been adopted or become subject of a residence order or special guardianship order. Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services department.

5.1.2 Those applicants who on the date of admission will have a sibling on the roll of the Academy at the time of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common
- are related by a parent's marriage
- are adopted or are fostered
- their parents are married/co-habiting and children live together in the same household
- are children of the same household

5.1.3 Children of staff provided that the member of staff has been employed by the Academy for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage.

5.1.4 Ten percent of students by aptitude in sport i.e. up to 29 places in September 2016. The outcome of tests for sporting aptitude will not affect candidates' eligibility for a place should they satisfy a higher priority. If applicants are seeking admission through sporting aptitude they will be asked to complete a form available from the Academy. The Academy will then administer sporting aptitude analysis assessments. These assessments will take place during the Autumn Term prior to allocations being made by the Local Authority for places for the following September.

5.1.5 If the Academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the normal address to the academy - closest first. The distance, which determines how close a student lives to the Academy, is the measurement from the main entrance of the student's normal address to the main entrance of the Academy, using the safest walking route. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Cases where families change normal address after the closing date for applications but before the allocation process has finished will be considered under the LA's co-ordinated scheme.

6 Operation of waiting lists

6.1 Where in any year, the Academy receives more applications for places than

there are places available. A waiting list will operate for one academic year. during which time it will be the responsibility of the applicant's parent / carer to inform Sirius Academy West of their wish for their child to remain on the waiting list. Parents/carers must inform the academy of their wish for their child to remain on the waiting list in writing at the end of each term. After each term the applicant's name will be removed from this waiting list unless the Academy has heard from the parent / carer. The waiting list will be maintained by the Academy and it will be open to any parent/carers to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in section 5. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be adjusted to take account of late or in-year applications.

7 Arrangements for Appeals panels

- 7.1 Parents will have the right of appeal to an Independent Appeal Panel, if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Code. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. The Academy will inform parents/carers of a named independent contact who can answer any enquiries parents may have about the process.

8 Arrangements for Admission to Post 16 provision

- 8.1 Acceptance of students from Year 11 at the Academy to the College@Sirius is not Automatic nor is the acceptance of students from other establishments.
- 8.2 Though the College@Sirius may not be oversubscribed in total numbers, some students may find that their choice of subjects cannot be accommodated either because of timetable clashes, inadequately meeting entry criteria or because subject sets are full. In this event, students will be offered an alternative course for which they have met the academic entry criteria.
- 8.3 Places at the College@Sirius are open to existing Sirius Academy West students and those from elsewhere.
- 8.4 There will be a right of appeal to an Independent Appeals Panel, established by the governing body, for unsuccessful applicants.

9 Admissions criteria for entry to the College@Sirius

- 9.1 Students wishing to apply should complete an application form on Logon Moveon to be returned to the Academy by 1st March. An application form can also be completed via the college link on the Sirius Academy West website. The criteria for entry are as follows;

- A Level courses – a minimum of a Grade B in the subject of study is required plus an additional 4 GCSEs at A*-C including English and Maths. For new subjects e.g. Sociology, Law, Psychology students should refer to the 'entry requirements' section in the College@Sirius Prospectus
- Level 3 Vocational courses – 5 A*-C passes at GCSE or equivalent (including GCSE Maths and English). Students should also refer to the 'entry requirements' section in the College@Sirius Prospectus
- Level 3 Hairdressing – students should have successfully completed the Level 2 Hairdressing course
- Vocational Level 2 – 4 GCSEs at A*- D including English and Maths

10 Arrangements for admitting students to other year groups, including Replacing any students who have left Sirius Academy West

- 10.1 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 will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.
- 10.2 The Academy will have due regard for the Hull City Council LA's Fair Access Protocol.

11 Annual procedures for determining Admission arrangements

Consultation

- 11.1 The Academy will consult by 1 March each year on its proposed admission arrangements.
- 11.2 Department for Education.
- 11.3 Hull City Council LA.
- 11.4 Any other admission authorities for primary and secondary schools and post 16 providers located within the relevant area for consultation set by the LA.
- 11.5 Any other governing body for primary and secondary schools and post 16 providers set within the relevant area for consultation.
- 11.6 Affected admission authorities in neighbouring LA areas.

12 Publication of Admission arrangements

- 12.1 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements and notify those consulted of what has been determined by 15 April. The Academy will publish its admission arrangements each year by;
- 12.2 Copies being sent to primary and secondary schools and post 16 providers in Hull City Council LA.
- 12.3 Copies being sent to the offices of East Riding LA.
- 12.4 Copies being made available without charge on request from the Academy.
- 12.5 Copies being sent to public libraries in the area of Hull City Council LA for the purposes of being made available at such libraries for reference by parents and other persons.
- 12.6 The published arrangements will set out;
- 12.7 The name and address of the Academy and contact details.
- 12.8 A summary of the admissions policy, including oversubscription criteria and arrangements for post 16 admission.
- 12.9 Numbers of places and applications for those places in the previous year.
- 12.10 Arrangements for hearing appeals.

13 Representations about Admission arrangements

- 13.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the 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, representations can be made to the Secretary of State. Such representations must be made by the 30 June. The Secretary of State will consider the representation and in so doing will consult the Academy. Where he or she judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements and the Academy will comply.
- 13.2 Those consulted have the right to ask the 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 Academy and will then determine the Published Admission Number.

- 13.3 In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, also the Secretary of State may direct changes to the proposed Published Admissions Number.

14 Proposed changes to Admission arrangements by the Academy after arrangements have been published

- 14.1 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted (under paragraph 13 above) of the proposed variation and must then apply to the Secretary of State setting out;
- 14.2 The proposed changes.
- 14.3 Reasons for wishing to make such changes.
- 14.4 Any comments or objections from those entitled to object.

15 Need to secure Secretary of State's approval for changes to Admission arrangements

- 15.1 The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has consulted and notified the proposed changes (as outlined in paragraph 12 above).
- 15.2 Where the 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.
- 15.3 The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements. If the Secretary of state approves a variation, the Academy will publish the changes on its website and in its prospectus.
- 15.4 The Academy Directors must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
- 15.5 Where a representation is made in accordance with paragraph 15.2, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of students to the Academy, so that

they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy must comply with any such direction.

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