

# Viking Academy Trust



## Admissions Policy Ramsgate Free School

The VIKING ACADEMY TRUST 'Admissions Policy for Ramsgate Free School' has been written following advice from KCC Admissions and DFE guidance.

**Approved by the Trust: Term 1 2016**

**Reviewed annually: Term 6**

**Last review date: Term 6 2015**

**Signed:**

**Chair of Trustees**

# Admissions Policy

## The Viking Academy Trust

### Ramsgate Free School

Ramsgate Free School is a part of Viking Academy Trust and will comply with all relevant provisions of the Department for Education's School Admissions Code of Practice 2014 ("the Admissions Code"), the School Admission Appeals Code of Practice 2012 ("the Appeals Code") and the law on admissions. Reference in the Codes to admission authorities shall be deemed to be references to the Board of Trustees of Viking Academy Trust the powers and functions of which may be delegated to the Local Advisory Body (LAB).

All Schools in Viking Academy Trust will participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA) and in respect of other arrangements specified in the Admissions Code.

Notwithstanding these arrangements, the Secretary of State may direct the academy to admit a named pupil to the academy on application from a LA. Before doing so the Secretary of State will consult the Trust.

#### **General admissions arrangements**

All admission authorities have to plan for the number of children they admit into their school very carefully.

For **2017/2018** and subsequent years hereafter Ramsgate Free School has an agreed admission number of **60 pupils** for entry into reception. The academy will accordingly admit at least 60 each year if sufficient applications are received.

In Year 3, as a temporary measure for **2017/18** there will also be a PAN of **60**. In 2018/19 the standard entry admission point will revert to year R (the first year of primary education).

If you are applying for a Year 3 place for September 2017, your child will currently be at an infant or primary school and will be in the year group 'Year 2'.

The Trust may set a higher or lower admission number than its Published Admission Number (PAN) for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN the Trust will in accordance with the provisions of the School Admissions Code 2014 notify the LA of the consent to such an arrangement of the Trust and the LAB. Where it is proposed to have a lower admission number the Trust will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.

### **Reception age children**

Parents offered a place can defer entry until the start of the term within the academic year beginning immediately after their child has reached compulsory school age, or can request that their child takes up the place part-time until the start of the term within the academic year beginning immediately after their child has reached compulsory school age.

Places cannot be deferred until the next academic year. Children become of compulsory school age on the first prescribed day following their 5th birthday: 31 August, 31 December or 31 March, or on that day if any of these dates are the child's birthday.

### **Consideration of applications**

Arrangements for applications for places for Reception children at Ramsgate Free School 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.

Arrangements for applications for places for Year 3 children will be made directly to Ramsgate Free School by filling out and submitting an on-line application which is found on the website.

Viking Academy Trust will use the LA's timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.

September - The Trust will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the Trust.

November/December/January - The Trust will provide opportunities for parents/carers to visit Ramsgate Free School.

January - Common Application Form to be completed and returned to Kent Local Authority. For 2017 the national closing date for primary applications is 16<sup>th</sup> January.

February - The LA sends the school applications to the Trust.

March - The Trust will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them, e.g. distance measurement.

April - Offers made to parents/carers.

### **Ramsgate Free School Over-subscription criteria**

In the event of oversubscription, Viking Academy Trust will manage Ramsgate Free School's admissions and oversubscription criteria as set out in the policy. Where the number of applications is greater than the published admission number, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in Local Authority Care or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship
2. Siblings of pupils attending the school. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household including foster children who, in any of these cases, will be living with them at the same address at the date of their entry to the academy

3. Children of staff in either or both of the following circumstances:
  - i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - ii) the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post
4. Children who live closest to the three nodal points set out below. This will be measured using straight-line measurements. Each nodal point has a differing weighting, these being Nodal Point 1 -50%, Nodal point 2- 25% and Nodal Point 3 -25%.
  - a. The nodal points:
  - b. Node 1: Ramsgate Free School CT12 6PP-GPS coordinates: Latitude 51° 20'40.748"N/ longitude1°23'54.371"E
  - c. Node 2: Chilton Primary School CT11 0LQ-GPS coordinates: Latitude 51° 54.423"N/ longitude1°34.918"E
  - d. Node 3: Upton Primary School CT10 2AH- GPS coordinates: Latitude 51° 21'33.027"N/ longitude1°25'46.035"E
5. Children eligible for the pupil premium, including the service premium. Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. See eligibility in the criteria below

The rules are applied in the order printed above. If more children qualify under a particular rule than there are places available, the tiebreak set out below will be used.

### **What do these criteria mean?**

**Children in Local Authority Care or a child who was previously looked after but immediately after being looked after became a subject to an adoption, resident or special guardianship order.**

A child in care or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements order or special guardianship order is a child which is either in the care of a Local Authority or is being provided with accommodation by a Local Authority in the exercise of their social services functions.

An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A child arrangements order is an order under section 8 of the Children Act 1989 as amended by section 12, of the Children and Families Act 2014. It is an order setting out with whom a child is to live, spend time or otherwise have contact, and when a child is to live, spend time or otherwise have contact with any person. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/guardians.

### **Current Family Association**

A Current Family Association means that the child who wants a place will have a brother or sister (sibling) attending the same school when they start and they live at the same address. Brothers and sisters mean children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. Unfortunately, if an older sibling is attending school in Year 6, parents will not be able to claim a sibling link for the younger child, as the older sibling will be transferring to secondary school.

### **Nodal points**

For most children applying to the school, this criterion is the most important one, as those children who are living nearer the nodal points will be given a higher priority

#### **Child's Home Address**

The home address for a child is considered to be a residential property that is the child's only or main residence and not an address at which your child may stay during the week such as a friend's, grandparent's or childminder's home.

### **Pupil Premium priority**

Parents/guardians will be required to provide evidence of eligibility and the school may request confirmation from the applicant's home local authority. Children given priority under this criterion fall into the following categories:

Children currently registered as eligible for free school meals and children who have been registered as eligible for free school meals at any point in the last six years

Children whose parent(s) are serving in the regular UK armed forces or to the children of ex regular UK armed forces personnel who were serving in the last 3 years.

Children where at least one parent died while serving in the UK armed forces and the child is in receipt of a pension under the Armed Forces Compensation Scheme (AFCS) and the War Pensions Scheme (WPS)

Parents/guardians are required to complete a supplementary form (published on the school's website as part of its admission arrangements) and provide evidence of eligibility

### **Tie-break**

In the event of a 'tie-break' situation we will first apply distance from school (Nodal 1) to decide who has priority under criteria 2-4. If we are unable to establish who lives closer to the school we would use a method of random selection, this would take the form where all names which have equal eligibility will be issued a number and drawn randomly to decide which child should be given the place. This process will be undertaken by the local authority (or another body unconnected with the Academy Trust).

### **Withdrawal of Places**

After a place has been offered the Trust reserves the right to withdraw the place in the following circumstances:

- when a parent has failed to respond to an offer within a reasonable time;
- when a parent has failed to notify the Trustees of important changes to the application information;
- the place was offered on the basis of a fraudulent or intentionally misleading application from a parent.

## **Waiting List**

If the school is oversubscribed, or where no vacancies are available at the time of application, unsuccessful applicants will be offered a place on the schools waiting list. This list is maintained across the academic year. The child's ranking on the waiting list will be in accordance with the school's oversubscription criteria.

## **Appeals**

Parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision. Viking Academy Trust schools participate in the co-ordinated admission and appeals arrangements administered by Kent Local Authority (LA). Parents apply to the LA if they are unhappy with an admission decision.

## **Primary In-Year Admissions Process**

The school will follow the process for Primary In-Year Admissions as published by the LA. In Year applications for Ramsgate Free School should be made direct to the school, using a separate copy of the LA single In Year Casual Application Form (single IYCAF) for each child and each school applied for.

The school will inform parents and the LA if an offer can be made. If we are unable to offer a place you will be told how to appeal and how to place your child's name on the school waiting list.

## **Admission of children outside of their normal age group.**

Requests for admission outside of the normal age group should be made to the Head of School as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's



ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

### **Procedures for determining admission arrangements**

#### **Consultation**

The Trust shall consult every seven years on its proposed admission arrangements these are the subject of change in any year. Where consultation is required the academy will consult for a period of six weeks between October and the following January. All relevant bodies listed in paragraph 1.44, Section 1 of the Admissions Code will be consulted and the consultation will be conducted directly with the relevant LA authorities and by way of publication on the Ramsgate Free Schools website.

#### **Determination and publication of admission arrangements**

Following consultation, the Trust will consider comments made by those consulted. The Trust will then determine its admission arrangements by 28 February of the relevant year and notify those consulted of what has been determined.

#### **Publication of admission arrangements**

The Trust will publish its admission arrangements each year once these have been determined, by sending copies to LA, the consulted bodies and publishing on the Ramsgate Free Schools website.

The published arrangements will set out:

- a) The name and address and contact details;
- b) A summary of the admissions policy, including oversubscription criteria;
- c) Numbers of places and applications for those places in the previous year; and
- d) Arrangements for hearing appeals.

## **Representations about admission arrangements**

Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Trust will consider the representations before determining the admission arrangements.

Where the Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the Schools Adjudicator.

Objections must be referred to the Adjudicator by 15 May in the admissions determination year. Information on how to make an objection can be obtained from the office of the Schools Adjudicator:

<http://www.schoolsadjudicator.gov.uk>.

The Secretary of State may direct changes to Ramsgate Free Schools' proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed PAN. The Secretary of State will consult the Trust before making any direction.

Pursuant to the Admissions Code 2014 the Trust may decide to admit above its PAN in year. It may also increase its stated PAN for any determination year and future years provided that the necessary approvals at board level and that of the Secretary of State are received. In these cases it is not necessary to consult but the Admissions Code provides for the LA to be given notice to enable them to deliver their co-ordinated responsibilities effectively.

## **Proposed changes to admission arrangements by the Trust after arrangements have been published**

Once the admission arrangements have been determined for a particular year and published, the Trust will propose changes only if there is a major change of circumstances. In such cases, the Trust must notify the relevant bodies of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

### **The need to secure the Secretary of State's approval for changes to admission arrangements**

Following the consultation process outlined in this policy, the Trust will consult as may be required and/or necessary and seek the consent of the Secretary of State to any changes in its admission arrangements.

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.