



# **ARK CONWAY PRIMARY ACADEMY, 60 HEMLOCK ROAD, LONDON, W12 0QT**

## **Admissions Policy relating to admissions to the academy in the academic year 2016/17 and beyond**

### **GENERAL**

1. This document sets out the admission arrangements for Ark Conway Primary Academy (“the academy”). *The academy is a primary school. Consideration may be given within the next seven years to opening a nursery school. This policy therefore sets out the arrangement that will apply if this is the case.*
2. The academy 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. The academy will, through Ark Schools, consult as may be required and/or necessary. Reference in the Codes to admission authorities shall be deemed to be references to the Board of Ark Schools, the powers and functions of which may be delegated to the Local Governing Body (LGB) of the academy.
3. All academies in the Ark Schools network including the Ark Conway Primary Academy will participate in the co-ordinated admission arrangements administered by the Local Authority (LA) in the relevant geographical location and in respect of other arrangements specified in the Admissions Code.
4. 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 academy.

### **NB:**

- A. The academy is one of a number within a network of academies overseen by Ark Schools.
- B. Ark Schools is the Academy Trust and through its Board may delegate some functions to LGBs set up to provide a local oversight of individual academies.
- C. The Ark Schools Board is responsible for the admissions policy of each academy. From time to time some admissions functions may be delegated to academies whilst others are carried out at Ark Schools under the direction of the Board.
- D. In the event of a query, enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD

## **ADMISSION ARRANGEMENTS APPROVED BY THE SECRETARY OF STATE**

### **The normal admissions round**

5. The admission arrangements for the academy for the academic year 2016/17 and for subsequent years are set out below.
  - i. The academy has an agreed admission number of 30 pupils in the Reception year. If a nursery school is opened the number of full-time equivalent places that will be available in the nursery will be published in advance, on the academy website and with sufficient notice to allow applications in the first year. These may be full time or organised on a part-time basis (mornings and afternoons). Details will be provided on the academy website and may vary from time to time. Sufficient notice of arrangements will be given prior to annual application.
  - ii. The academy 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 academy will in accordance with the provisions of the School Admissions Code 2014 notify the LA of the consent to such an arrangement of the Ark Board and the LGB. Where it is proposed to have a lower admission number the academy will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.
  - iii. In accordance with its funding agreement the academy will also seek the consent of the Secretary of State to any permanent change to its PAN.

#### **a) Nursery**

- i. It is important to note that attendance/enrolment in the nursery will be **distinct and separate** and have no relevance to attendance in the primary or other sections of the academy for which a separate application will have to be made in accordance with the LA's co-ordinated admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery.
- ii. Oversubscription – If the nursery is oversubscribed, priority will be given to children with Statements of Special Educational Needs or Education and Health Care Plans where the academy is named. The remaining places will then be offered in accordance with the oversubscription criteria which applies to the academy as a whole (as described in paragraph 9 below), except that sibling priority will only apply where a sibling already attends the academy nursery or primary school.
- iii. Waiting list – The nursery will keep a waiting list which will be used to fill casual vacancies occurring as a result of an enrolled child leaving during the academic year or withdrawing from a place that has been offered. The list will be compiled in accordance with the Admissions Code so that children will be ranked in line with the academy's oversubscription criteria (see paragraph 9 below).

#### **b) Primary**

- i. The academy has an agreed PAN of 30 pupils in the Reception year.

After the allocation of Reception places, the academy will admit 'rising fives', i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child's taking up of a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. The process for making an out-of-age-group application is described in paragraph 19.

- ii. Where the primary school is oversubscribed, the criteria for admission are as set out in paragraph 9 below.

### **Consideration of applications**

6. Arrangements for applications for places at the academy will be made in accordance with the relevant LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA.
7. The 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.
  - a) September – The academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2015 for admission in September 2016). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the school.
  - b) September/October – The academy will provide opportunities for parents/carers to visit the academy.
  - c) January – Common Application Form to be completed and returned to the pupil's home LA to administer. For 2016 the national closing date for primary applications is 15 January.
  - d) February – The LA sends the academy applications to the Academy Trust.
  - e) February – Determination of the next academic year's admissions policy. This will be published on the academy's website and sent to the LA by 15 March for inclusion in the composite prospectus.
  - f) March – The academy or Ark Central 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.
  - g) March – The LA applies the agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
  - h) April – Offers made to parents/carers.

8. After the admission of pupils with statements of Special Educational Needs or Education and Health Care Plans where the academy is named, the academy will consider all applications for places.

Where fewer applications are received than places available, the academy will offer places to all those who have applied.

## **PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED**

### **Oversubscription criteria**

9. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. If the number of applications for admission to the nursery or primary school is greater than the PAN, applications will be considered against the criteria and order set out below:
  - a) Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)<sup>1</sup>.
  - b) Children of staff at the school where there is a demonstrable skill shortage – Children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. Ark Schools is required to approve the Principal's designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
  - c) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-brother or -sister or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.
  - d) Children of staff in the school – Where there is **no** demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.
  - e) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.
    - i. In those cases where the relevant LA measures distance on behalf of Ark Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.
    - ii. In those cases where Ark Schools is required to carry out the measurement itself, priority will be given to those children who live closest to the school using a straight-line measurement taken from Ordnance Survey Data from the

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<sup>1</sup> "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) at the time of making an application to a school." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."

academy building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the academy building's main reception to the main entrance of the building in which the flats are located.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

### **Right of appeal**

10. There will be a right of appeal to an Independent Appeal Panel for all applicants refused admission to the primary school (see paragraph 13 below).

### **OPERATION OF WAITING LISTS**

11. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

12. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9 above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **ARRANGEMENTS FOR APPEAL PANELS**

13. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.

14. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

### **APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS**

15. Applications should be submitted to Hammersmith and Fulham LA unless other arrangements have been made and published on the academy website.

16. Subject to any provisions in the LA's published and agreed protocol on 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.

17. If more applications are received than there are places available, the oversubscription criteria in paragraph 9, shall apply.

### **Appeals against refusal of an in-year application**

18. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

### **ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

19. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described in paragraph 15 regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.

### **PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

#### **Consultation**

20. The academy shall consult every seven years on its proposed admission arrangements unless these are the subject of change in any year.
21. 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 and any applicable church authorities and by way of publication on the academy's website and that of Ark Schools.

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

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

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

23. The Academy Trust will publish its admission arrangements each year once these have been determined, by sending copies to the relevant LA and bodies named in paragraph 21 and publishing on the academy website.
24. The published arrangements will set out:
  - a) The name and address of the academy 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**

25. Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Academy Trust will consider the representations before determining the admission arrangements.
26. Where the Academy 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>
27. Those bodies referred to in paragraph 21 have the right to ask the academy to increase its proposed (PAN) 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 PAN. The Secretary of State will consult the academy and will then determine the PAN.
28. The Secretary of State may direct changes to the academy's 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 academy and/or the Academy Trust before making any direction.
29. Pursuant to the Admissions Code 2014 the academy may decide to admit above their PAN in year. They may also increase their 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 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 academy after arrangements have been published**

30. 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 the bodies referred in paragraph 21 above 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**

31. Following the consultation process outlined in this policy, the academy will, through Ark Schools, consult as may be required and/or necessary and seek the consent of the Secretary of State to any changes in its admission arrangements.
32. 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.