

ADMISSIONS POLICY 2016 – 2017

General

- 1 This Policy may be amended in writing at any time by agreement between the Secretary of State and the St George's Academy Trust ("the Academy Trust").
- 2 The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Children, Schools and Families ("the Codes") as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to "admission authorities" shall be deemed to be references to the governing body of the Academy Trust.
- 3 Notwithstanding the generality of paragraph 2 of this Policy, the Academy Trust will take part in the Admissions Forum set up by the local authority (LA) and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access protocol.
- 4 Notwithstanding any provision in this Agreement, the Secretary of State may:
 - direct the Academy Trust to admit a named pupil to St George's Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
 - direct the Academy Trust to admit a named pupil to St George's Academy if the Academy Trust has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 5 The Academy Trust shall ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

- 6 The Academy Trust shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process. The Academy Trust may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
- 7 In paragraphs 5 and 6 above, 'relevant children' means:
- in the case of appeals for entry to a sixth form, the child, and;
 - in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

Relevant area

- 8 Subject to paragraph 9, "relevant area for consultation" means the "Relevant Area" determined by the local authority for maintained schools in the area, which in this case is the whole of Lincolnshire (in accordance with the meaning of "Relevant Area" within the School Admissions Code).
- 9 If the Academy does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August for a determination, setting out the reasons for this view.
- 10 The Secretary of State will consider the Academy's application and will by 30 September either:
- determine the area for consultation; or
 - determine that the meaning within paragraph 8 should apply.
- 11 The Secretary of State may consult the local authority before making such a determination.
- 12 Within 14 days of the Secretary of State's determination, the Academy will notify the consultees listed in paragraph 14 below of the determination.
- 13 In the event of a paragraph 10a determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this Policy.

ADMISSIONS POLICY 2016

PROCEDURE FOR ADMITTING PUPILS TO THE ACADEMY

Admission number(s)

- 14 The Academy will admit up to 380 students across the two Campuses.

Admission number for secondary provision (age 11 – Year 7)

- 15 St George's Academy has an agreed admission number for each school year, stated in paragraph 19, for pupils in Year 7. St George's Academy will accordingly admit a maximum of this number of pupils in the relevant age group in the relevant year if sufficient applications are received.
- 16 The admission number for secondary places includes pupils at both of the two Campuses on which secondary education is provided by St George's Academy for students in Year 7. After offers of places at the Academy have been made, the Academy will take account of parents' preference for which they would like their child to attend. If either of the Campuses receives more preferences than its capacity, students living nearest to that Campus will have priority.

Admission number for sixth form provision (age 16 – Year 12)

- 17 St George's Academy has an agreed admission number of 50 students in addition to those students already in the Academy wishing to stay on in the sixth form.
- 18 St George's Academy has capacity for 450 pupils in the sixth form. Of these places, 50 will be offered to external applicants to Year 12 (the 'admission number'). If fewer students transfer from Year 11 and the size of the sixth form does not reach capacity, additional places will be offered to external applicants up to a maximum of 450 sixth form students overall.

Variations to admission numbers

- 19 In any specific year, the Academy Trust may set a higher admission number than St George's Academy's agreed admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the Academy Trust will consult those listed at paragraph 1. Pupils will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

- 20 If the Academy admits a total of 26 pupils in excess of its admission number in any three-year period it will determine a higher admission number, after consulting with the relevant bodies.

Process of application

- 21 Arrangements for applications for places at St George's Academy will be made in accordance with the Lincolnshire LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.
- 22 The Academy Trust will use the Lincolnshire's LA's timetable for applications to St George's 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 within Lincolnshire LA as agreed by the Admissions Forum, Lincolnshire LA, local schools and Academies.
- 23 There is a national closing date of 31 October for applications to secondary schools. The Academy will ensure its application processes enable parents to apply before this deadline.

Consideration of applications

- 24 The Academy Trust will consider all applications for places at St George's Academy. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy Trust will offer places at St George's Academy to all those who have applied.

Procedures where St George's Academy is oversubscribed

- 25 Where the number of applications for admission is greater than the published admission number in any age group, applications will be considered against the criteria set out below.

Admission to Year 7 – oversubscription criteria

- 26 The Academy Trust will first accept all pupils with a statutory right to a place at the Academy through a statement of special educational needs naming St George's Academy. After the admission of pupils with statements of special educational needs, criteria will be applied for the remaining places in the order in which they are set out below.
- 27 For this age group after the admission of children with statements of special education need which name the Academy on the statement the criteria are, in order:

- Children in public care.
- A child with a sibling currently attending the Academy and who will continue to do so after the date of admission. In the event of oversubscription using this criterion, priority will be given to those living nearest to the Academy, as defined below. (The term 'sibling' is defined at the end of this document.)
Where there are more applications than places after application of the above criterion distance from school to home will be taken into account. When the year group is oversubscribed students will be placed at the relevant Campus using our distance from home criteria defined at the end of this document.
- Once the above criteria have been applied to other applicants and offers have been made subsequent to the offer date for secondary admissions, the Academy may offer places to the children of newly appointed teachers where there is a demonstrable skills shortage for the vacant post in question. This is in accordance with paragraph 2.18 of the School Admissions Code. The Academy is able to exceed its admission number in offering such places

Campus Transfers

The Trustees of the Academy will meet to discuss and approve Campus transfers as and when required.

The following criteria will be used to assess an application for a Campus transfer with St George's Academy:

a) Year 7 – New intake

Transfer requests for the Year 7 new intake will be considered following the criteria as laid down in the Admission Policy.

b) Mid-year Campus transfer requests

Governors will request a formal recommendation from the relevant Campus, which will be considered alongside the submitted written request for a Campus transfer.

There is no statutory right of appeal against a decision by St George's Academy to place a pupil on one or other site of the Academy. However, the appeals committee of the Academy's governing body will consider any written representation in the event of dissatisfaction with placement on one or other of the two sites, should parents wish to express this or draw the committee's attention to any additional information

Admission to Years 12 and 13 (Sixth form)

- 28 This admissions policy applies to students seeking admission to Year 12 and also covers admission into Year 13 for those wishing to complete their studies at the school.
- 29 The majority of our students in Year 11 continue with their studies into our school Sixth Form. The school has 50 places available for external students who wish to join Year 12.

Admission to Year 12

- 30 All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements for their individual course of study. As a guide, there are various general pathways:
- 3 Traditional AS subject – Five passes at A*-B GCSE including English Language and Mathematics at least at Grade C.
 - Applied or Vocational Level 3 programme – Five passes at A*-C at GCSE or equivalent, including English Language. Grade C+ in Mathematics is preferred and a requirement for some courses.
 - Level 2 courses – Five passes at A*-G at GCSE or equivalent.
 - A supportive reference confirming suitability for AS/A2 study and the preferred subject choices.
 - Students will not be admitted to the Sixth Form if the school considers their behaviour in Year 11 to have been unacceptable.
- In addition to these general entry requirements, individual courses have their own subject specific criteria, which will often comprise a B grade or better in a related GCSE.
- 31 Students who do not have a C grade in English and/or Mathematics will be required to attend lessons in the appropriate subject and re-take the appropriate exam with the aim of improving their Grade to at least a C.
- 32 St George's Academy is part of the Sleaford Joint Sixth Form with Robert Carre Trust. Particular courses within the Sleaford Joint Sixth Form may have restricted entry requirement. For details, please contact the relevant school.
- 33 Students will only be admitted to the Sixth Form if their courses can be efficiently and effectively provided.
- 34 The Academy Trust will first accept all pupils with a statutory right to a place at the Academy through a statement of special educational needs naming St George's Academy.

- 35 The published admissions number for Year 12 is 250 at St George's Academy. Places will be offered to St George's students first. Once conditional offers to internal candidates are made then places for external candidates who meet the entry requirements above will be allocated a place. Once the PAN is reached, the candidates will be placed on a waiting list and our over-subscription criteria will be applied. Male and female students will be admitted without bias.
- 36 Where students applying to the Sixth Form at St George's Academy do not have GCSE or qualifications, it will be necessary to consider applications on a case-by-case basis. Student qualifications will be considered along with other information provided by the student's current school, in an attempt to make fair assessment of the application. This process is entirely at the discretion of the Governing Body.
- 37 NARIC (www.naric.org.uk) is the National Agency responsible for providing information and expert opinion on academic qualifications from overseas. The school would require such information from NARIC in order to establish equivalency of overseas qualifications. It is the responsibility of students applying to St George's Academy to provide this information should it be required.
- 38 It is necessary for students to have proficiency in English. The medium of instruction is English and the school does not have the capacity to offer an extensive support programme for students who cannot cope due to a lack of proficiency in English.
- 39 In specific cases, it may be necessary to ask students to attend a Language School to support their proficiency in English as part of their offer to study at St George's Academy.

The over-subscription criteria

- Children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act.
- Current Family Association – a brother or sister in the same school at the time of entry. In this context brother or sister means children who live as brother or sister in the same house, natural brothers or sisters, adopted siblings, stepbrother or sisters and foster brothers and sisters.
- Descending rank order of their average GCSE points score across eight subjects.

Tie Break

In the event of a tie, we will give priority to:

Those living nearest to the school.

We use the distance between the child's permanent address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child's home to a defined point within the school as specified by Ordnance Survey. In allocating a campus, consideration is taken of access to transport, if a child cannot access a particular campus by train or bus from their home.

If there is still a tie, then the results in GCSE's beyond the eighth subject will be taken into account.

Admissions Process Year 12

- 40 Students applying for a place in Year 12 will be invited to attend the Sixth Form Open Evening, an annual event at the school held at a specified date in the Autumn term.
- 41 Applications for Year 12 must be completed using the school application form, by the date specified by the school (check website for details). Applications received after this deadline will be placed on a waiting list.
- 42 For internal applicants, staff will seek feedback from subject teachers to check suitability for students' course choices. Each student will attend a meeting with a senior member of staff within the school to discuss their chosen learning pathway and ongoing studies within the school. All offers of a place in Year 12 will be made on condition of students meeting the school entry requirements above.
- 43 Students holding conditional offers will have their place confirmed following receipt of the GCSE results in the summer.
- 44 Guidance will be given to students who wish to consider a change of subject following receipt of the GCSE results.

Admission to Year 13

- 45 The majority of students in Year 12 continue with their studies into Year 13. The school has places available for external students who wish to join Year 13 dependant upon the entry criteria outlined below and places becoming available following our over-subscription criteria.
- 46 All offers of a place in Year 13 will be made on condition of students meeting the school entry requirements laid out below:

- All students wishing to complete their advanced level studies in Year 13 must achieve an E grade or better in each of their AS/A2 subjects of study following receipt of the summer results.
- Supportive comments from relevant subject teachers confirming suitability for continued study at advanced level.

Admissions Process Year 13

- 47 Following receipt of summer AS/A2 examination results students who have met the entry requirement above are automatically offered a place in Year 13 to continue their studies.
- 48 Students who do not meet the entry requirement into Year 13 will be given guidance about a change of pathway and relevant courses available.
- 49 Once the above criteria have been applied to other applicants and offers have been made subsequent to the offer date for secondary admissions, the Academy may offer places to the children of newly appointed teachers where there is a demonstrable skills shortage for the vacant post in question. This is in accordance with paragraph 2.18 of the School Admissions Code. The Academy is able to exceed its admission number in offering such places.
- 50 There will be a right of appeal to an independent appeals panel for internal pupils refused transfer and external applicants refused admission.

Operation of waiting lists

- 51 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, St George's 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 for unsuccessful applicants to Year 7 and Year 12. Waiting lists will also be maintained for other year groups (except Year 13) when these year groups are full. Waiting lists will be maintained by St George's Academy and it will be open to any parent to ask for his or her child's name to be placed on a waiting list for the relevant year group following an unsuccessful application.
- 52 Children's position on the waiting list will be determined solely in accordance with the criteria for admission set out in paragraphs 63 and 67 for the relevant age group. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. These lists will operate until the end of the school year but parents will be asked to confirm if they wish their child's name to remain on the list after 1 October each year.

Arrangements for admitting pupils to other year groups, including to replace any pupils who have left St George's Academy

- 53 Local Authorities now co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the Academy's right to determine which applicants have priority for admission.
- 54 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 Trust 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.
- 55 If more applications are received than there are places available, the oversubscription criteria in paragraphs 32 (for pupils in Years 7–11) and 36 (for pupils in Years 12 and 13) shall apply. Parents whose application is turned down shall be entitled to appeal.

Right of appeal

- 56 There is a right of appeal to an Independent Appeals Panel for unsuccessful applicants relating to school admissions at age 5 (statutory school age) or above.
- 57 There is no statutory right of appeal against a decision by St George's Academy to place a pupil on one or other Campus of the Academy. However, the appeals committee of the Academy's governing body will consider any written representation in the event of dissatisfaction with placement on one or other of the two Campuses, should parents wish to express this or draw the committee's attention to any additional information.

Definitions

- 58 *Definition of siblings and the position of twins*
A sibling is defined as:
- a brother or sister who share one or both parents, whether or not resident in the same household;
 - a half-brother or half-sister who share one common parent
 - a step-brother or step-sister where two children are related by a parent's marriage
 - an adopted or fostered child living in the same household under the terms of a residence order
 - another child normally in residence for the majority of term time in the household for whom the adult in the household has parental responsibility and also has parental responsibility for the child currently attending the Academy.

In the case of twins or other children from multiple births (or two or more siblings in one year group) and where there is only one place available, the application will be considered together as one application and, as a consequence the admission number may be exceeded.

59 *Definition of the driving distance to an intending pupil's home*

The distance used is the driving distance from home to school and is measured electronically by the local authority on behalf of the Academy Trust. It is defined as the distance from the post office address point of the child's home to the post office address point of the Academy's nearest Campus.

ST GEORGE'S ACADEMY
ADMISSIONS
SUPPORTING INFORMATION SHEET

St George's Academy has two Campuses: one at Sleaford and one at Ruskington. Parents may select their preferred Campus by completing this form.

Governors will try and place parents at the Campus of their preference.

My preferred Campus is:

Sleaford, St George's Academy

Please indicate your preference with either 1 or 2

Ruskington, St George's Academy

If parents are not happy with the allocated Campus they may write to the Governors of the Academy and request a Campus transfer. Parents can only apply to the Governors once they have accepted their Campus offer. A request to the Governors can only be done by writing to the Clerk to the Governors at the school address and only after you have received and accepted your formal offer of a place.

You can appeal to the Independent Appeal Panel but only for a place at St George's Academy, however, this independent appeal panel cannot decide which Campus your child should attend, only the Governors can make that decision. If you are not given a place at either Campus then you should appeal to the Independent Panel and follow the advice sent out with the offer letter in March.

When the year group is oversubscribed students will be placed at the relevant Campus using our distance from home criteria defined at the end of this document.

There is no statutory right of appeal against a decision by St George's Academy to place a pupil on one or other site of the Academy. However, the appeals committee of the Academy's governing body will consider any written representation in the event of dissatisfaction with placement on one or other of the two Campuses, should parents wish to express this or draw the committee's attention to any additional information.