

Shireland Collegiate Academy Trust Policy

# Admissions and Appeals – Thorns Collegiate Academy

2018

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## Contents

Shireland Collegiate Academy Trust Admission Criteria and Process for Year 7 .....	3
September 2019 for Thorns Collegiate Academy .....	3
Procedures for Admission .....	3
Procedures when the Academy is oversubscribed .....	3
Operation of waiting list and appeals .....	3
Shireland Collegiate Academy Trust Admission Criteria and Process for In Year Applications for Thorns Collegiate Academy .....	4
Appendix A .....	4
1. Appeals.....	4

# Shireland Collegiate Academy Trust Admission Criteria and Process for Year 7

## September 2019 for Thorns Collegiate Academy

### Procedures for Admission

The Admissions Authority for Thorns Collegiate Academy is the Thorns Collegiate Academy Trust which will comply with the national co-ordinated admissions scheme. Thorns Collegiate Academy has an agreed admission number of 270 students.

As part of the national co-ordinated admissions arrangements across all Admissions Authorities, **parents MUST complete an online registration form provided by their Local Authority by 31 October 2018**. In completing this form Thorns Collegiate Academy must be chosen as one of the 6 preferences on the LA form.

Preference forms received after the closing date will be considered where the Local Authority identifies that exceptional circumstances apply.

Preference forms received after the places have been offered will be kept on file and form the basis of the 'Applications to Transfer to Year 7'. Those who are offered a place at the Academy will be informed on 1 March 2019 by the home Local Authority.

Those not offered admission will be informed on 1 March 2019 and will be offered a place at an alternative school by the home Local Authority.

### Procedures when the Academy is oversubscribed

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria in the order in which they are set out below.

- Children with a statement of Special Educational Needs or an Education Health and Care Plan (EHCP) where Thorns Collegiate Academy is specifically named.
- Looked after children and those who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- Siblings (brother and sister at the Academy at the time of admission)
- Thereafter, on the basis of distance between their home address and the main entrance to the Academy. (Distance will be calculated according to a straight line measurement between the applicant's home and the main entrance to the Academy as measured by an external consultant)

### Operation of waiting list and appeals

If the Academy is oversubscribed and children have been refused admission because other applicants have a higher priority for admission under the published admission criteria, then those applicants who are unsuccessful will automatically be placed on the waiting list. This will be maintained by the Local Authority. Children placed on the waiting

list will be ranked in accordance with the Academy's published admissions criteria. For Dudley schools, waiting lists will normally operate until the end of the Autumn Term.

Parents will have the right of appeal to an Independent Appeals Panel if they are dissatisfied with an admission decision. The arrangements for appeals will be in line with the Code on School Admission Appeals published by the Department for Education. The determination of the Appeals Panel will be made in accordance with the Code on School Admission Appeals and is binding on all parties. (For further information about appeals, see Appendix A)

## **Shireland Collegiate Academy Trust Admission Criteria and Process for In Year Applications for Thorns Collegiate Academy**

All in year admissions are managed by Dudley Local Authority. Applications for places at Thorns should be made to the Local Authority in which the child lives. If this is not Dudley, the application form will be forwarded to Dudley by the other local authority.

If several requests for places in the same year are received at the same time, places will be offered according to the criteria set out below:

- Children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) where Thorns Collegiate Academy is specifically named
- Looked after children and those who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)
- Siblings (brother and sister at the Academy at the time of admission, not including Sixth Form)
- Thereafter, on the basis of distance between their home address and the main entrance to the Academy

The Academy does not maintain waiting lists for in year applications.

## **Appendix A**

### **1. Appeals**

The Governing Body of Thorns Collegiate Academy (TCA) has contracted the appeals function to Dudley Local Authority (LA).

If you are unhappy with the school allocated to you (even if it was your first preference) and you wish to appeal, contact the LA's Admission and Appeals Service for an appeal form. Before deciding to appeal, you may wish to contact the Advisory Centre for Education (0808 800 5793) who will provide you with free, impartial advice.

If you choose to exercise your right of appeal, arrangements will be made for you to attend an appeal hearing. The Appeals Panel is independent of the LA and TCA and is arranged by Democratic Services of the Council. The Panel will consist of 3 or 5 members. There will also be someone representing TCA (this will be a LA officer) and a clerk from Democratic Services in attendance. At the meeting, you will be invited to say why you

would like your child to go to TCA rather than the one offered. The LA officer will explain why a place at TCA has been refused.

You cannot appeal for TCA if you did not list it on your common application form. The LA recommends that you accept the school that has been offered to you even if you decide to appeal for TCA. By accepting the school offered, you will guarantee a school place for your child. If you refuse the place, you are likely to be reducing the options which may be available to you. Accepting the place will have no bearing on the outcome of your appeal.

Appeal hearings will normally be held within 40 school days of the deadline for submitting an appeal i.e during the late Spring and early Summer Terms. Families will be given 10 days' notice of an appeal hearing date and time. Appeals for heavily oversubscribed schools can last for up to two weeks. You will be notified of the decision no later than five school days after the last hearing unless there is good reason why the decision has been delayed.

The decision of the Panel is binding on parents, the LA and schools. The Council, Councillors and even Members of Parliament are unable to change its decision. If you think that the appeal process has been conducted unfairly you can complain to the Local Government Ombudsman. However, the Ombudsman does not have the power to change the decision of the Panel.

All arrangements for allocation of school places and for appeals will be in line with the School Admissions Code and the School Admission Appeals Code published by the Department for Education.