



ADMISSIONS POLICY

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| Ratified by Governors/Principal: | Full Governing Body |
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| Review frequency: | One year |
| Next review date: Next ratification date: | Summer 2017 Summer 2021 |
| Responsibility of: | June Foxtton |

This policy outlines the admissions arrangements for 2017 - 2018. It covers admissions in Y7 and mid-year/occasional admissions, and comes into effect for admissions commencing 1 September 2017 and onwards.

1. ADMISSION ARRANGEMENTS FOR THE ACADEMY

In accordance with Regulations, the Academy Trust of Freebrough Academy has determined the admissions policy for 2017 – 2018.

The arrangements are in line with those applied by the Local Authority for all maintained, community and voluntary controlled schools.

2. ADMISSION OF YEAR 7 STUDENTS

2.1 Admission Zone

No change is proposed to the formal admission zone. Details of the admissions zone can be obtained by contacting Freebrough Academy.

2.2 Admission Numbers

Students will be admitted into Year 7 without reference to ability or aptitude. The proposed admission number for Year 7 will be 200.

2.3 Application Procedure and Timetable for Admissions to Year 7

The application process for admissions into year 7 is co-ordinated by Redcar and Cleveland Local Authority (LA), which acts on behalf of our Academy Trust to offer Year 7 places at our school. At the appropriate time, parents/carers will receive information from Redcar and Cleveland Admissions on how to make an application and relevant dates. Offer letters will be issued by the LA on the national school places offers day. Applications can also be made on-line. An independent Choice Advice service will be available to assist families with their applications. For details, please contact the Redcar and Cleveland Admissions Team on 01642 837730/837740, or log onto www.redcar-cleveland.gov.uk/admissions.

All parents/carers are strongly advised to read the Redcar and Cleveland Local Authority Guide for Parents/Carers.

2.4 Children in Receipt of a Local Authority Statement

Any child who has a current Statement of Special Needs naming Freebrough Academy as the designated school in year 7 will be automatically admitted, unless the school has previously demonstrated (if necessary to an independent tribunal) that to admit the child would not be in her/his best interests, unreasonable in terms of its impact on the school, or detrimental to health and safety.

2.5 Over-Subscription Criteria

Where more parents/carers have expressed a preference for the school than there are places available, criteria will be applied to determine which parents'/carers' preferences can be met. The proposed over-subscription criteria are outlined below:

| CRITERIA (In priority order) | EXPLANATORY NOTES |
|---|---|
| i) children who are cared for by a Local Authority | <p>Children who are looked after or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (Section 22 (1) of the Children's Act 1989).</p> |
| ii) children who are permanently resident in the admission zone defined for the school | <p>For the purposes of determining whether a child lives within the admission zone, only the address at which the parent/carer ordinarily resides and with whom the child normally lives will be taken into account.</p> <p>If parents/carers are separated and the child lives for periods of time with both parents/carers, the address used will be of the parent who receives child benefit for the child. Parents/carers may be asked to provide proof. Short term tenancies entered into the prime objective of securing admission for a child at a particular school will not qualify as places of ordinary residence. The Authority will take action should false information be submitted in order to secure a place at a particular school.</p> |
| iii) children not living in the admission zone who have elder siblings attending the school in the 2017/18 school year | <p>Brothers and sisters and step brothers and sisters will qualify under this criterion as long as they both live at the same permanent address and the elder sibling is still attending the preferred school in the subsequent school year.</p> <p>Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.</p> |

| <p style="text-align: center;">CRITERIA (In priority order)</p> | <p style="text-align: center;">EXPLANATORY NOTES</p> |
|---|--|
| <p>iv) children not living within the admission zone who have exceptional social and/or medical reasons for attending a particular school, professionally supported by an independent third party and sustained by appropriate professional advisors to the school</p> | <p>Social reasons generally do not include domestic circumstances such as parents'/carers' working commitments, child care arrangements, separation from friends.</p> <p>In the case of medical reasons, evidence would need to demonstrate the exceptional long-term nature of the condition. All mainstream schools are able to cater for a wide range of medical needs which may be encountered by children.</p> <p>Parents/carers are strongly urged to provide independent third party information (eg from a professional person who knows or is involved with the child) in support of any exceptional long term medical or social reason why they think their child should be given special consideration for placement in a particular school. This written support must make clear why the preferred school is the only school which could meet their child's needs.</p> <p>The submission of independent information will not automatically guarantee a place under this criterion. However, the evidence will be carefully considered by the relevant professional advisors as to whether or not an application falls into this category.</p> |
| <p>v) children living closest to the school</p> | <p>The distance from home to school will be measured by computer on a straight line basis using the number and postcode of the house and the postcode of the school.</p> <p>Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school (using the Local Authority's computerised measuring system) with those living closer to the school receiving the higher priority.</p> |

2.6 Tie-break

If it is necessary to distinguish between children within categories (i) – (iv) places will be offered using the criteria listed above in priority order and determined by criteria (v) – measurement on a straight line basis as defined above.

If it is necessary to distinguish between children in category (v), distance will be measured by the shortest walking route, using the number and postcode of the home and the postcode of the school.

2.7 Late Applications and Mid-Year Admissions

Every effort will be made to ensure parental applications are received by the published closing date. However, applications may still be received after the closing date if there is good reason for their lateness. In this instance, the Local Authority will accept applications for over-subscribed schools if they are received before places in the school have been allocated. Examples of good reasons may include when a parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available. If Freebrough Academy is full, a place will be offered by the Local Authority at the school closest to the home address with places available. Parents/carers whose child has been refused a school place for which they have applied will be offered the right to appeal against the decision.

2.8 Allocation of Places which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated in accordance with the over-subscription criteria.

2.9 Waiting Lists

Those students who have not been allocated a place will automatically be placed on a waiting list. Parents/ carers may request that their child's name be placed on a waiting list for their preferred school if places become available in the school they will be allocated to children on the waiting list in accordance with the over-subscription criteria.

The waiting list will be maintained for admission to Year 7 only until the end of the Autumn Term 2017.

2.10 Appeals

The parents/carers of any child who is refused a place have a right of appeal to an Independent Appeals Panel. The Panel consists of three people who are fully independent of the school's Academy Trust and the Local Authority. The Panel will consider the circumstances of each appeal case before putting them against the Planned Admission Number of the school as a whole. Both the Academy Trust and the parents/carers must abide by the decision it makes.

3. **ADMISSION OF YEAR 8, 9, 10 AND 11 STUDENTS – SEPTEMBER 2017**

Applications for places in these year groups can be received at any time of year. In the event of over-subscription, the criteria set out previously will be applied and places offered in accordance with those criteria.

To apply for a place after the start of the Autumn Term, please contact the Local Authority Admissions Office on 01642 837730/837740.

Parents/carers wishing to visit the school prior to submitting an application are welcome to do so.

4. **ADMISSIONS TO POST 16**

4.1 **Introduction**

This policy applies to students applying for admission to Year 12 and 13 at the Enterprise Academy@Freebrough. The Post 16 offers 50 places at Year 12 (commencing September 2017) and 50 at Year 13 (commencing September 2017).

4.2 **Year 12 Admissions**

Entry requirements

All offers of a place in Year 12 will be made on condition of students meeting the criteria for each subject and level clearly stated in the prospectus.

BTEC Level 3 / A levels: A minimum of 5 GCSE A*-C including English and Maths or a similar equivalent qualification (BTEC Level 2 etc)

Some courses may require higher grades and course prospectus should be referred to for guidance

BTEC Level 2: Minimum of 5 GCSE D-G including English and Maths.

Some courses may have specific entry requirements please see the course prospectus for details.

Students who achieve a grade D for English or maths may be offered a place on Level 2 or course provided they re-sit the relevant GCSE.

Applying for a place

The Enterprise Academy@Freebrough welcomes applications from all young people who meet the entry requirements. An open evening will take place annually for all Year 11 Students and parents who are considering applying to the Academy.

4.3 Procedure for Admissions

The following procedure for admissions is designed to ensure that the Admissions Policy is applied as fairly and consistently as possible.

To be considered for a place at The Enterprise Academy@Freebrough students must complete the Academy application form available from the Academy website or by telephoning the Academy on 01287 676305. All application forms must be completed and returned by the date shown for that academic year. Applications received after the deadline will be placed on a waiting list and will be considered when all other applications received on time have been processed.

Internal applicants: Year 11 Freebrough Academy students who have completed an application form who meet the entry requirements when they receive their GCSE results will be offered a place at the centre after the Director of Post 16 has spoken to individual subject teachers regarding suitability of the course choice. Each student will attend an interview with a member of the centre team to discuss their choices and career/ higher education pathway.

External applicants: Year 11 students from other schools and Academies who have completed an application form and who are on target to meet the course entry requirements will be interviewed by a member of the centre team to discuss their course choices and career/higher education pathway. A reference will be sought from the current school/Academy regarding the student and their suitability for the chosen course.

4.4 Offer of Places

Successful applicants will be sent a letter offering a place in Year 12/13. All offers made will be on condition that course entry requirements are met. Students holding conditional offers will have their place confirmed on receipt of their GCSE results in the summer. Guidance will be given to students who wish to consider a change of subject following receipt of GCSE results.

If spaces are available after all those students who have met the entry requirements have been offered places, it may be possible to look at students who have not quite met the entry requirements. This will be at the discretion of the Academy admissions team and will be allocated in accordance with the over subscription criteria contained in this policy.

Applicants who are unable to secure a place at the Academy will be notified.

The Governors reserve the right to withdraw an offer of a place before the student is admitted to the Academy where it is found that:

- The offer of a place has been made on the basis of fraudulent or intentionally misleading application.
- If the student has no right to study in the UK.

If you wish to withdraw your application for any reason or decline the offer of a place at the Academy you must inform the Director of Post 16 as soon as possible.

4.5 Waiting List

Once 60 places of offers are made then other candidates meeting the entry requirements will be placed on a waiting list until August that year. Places may become available, if students do not achieve the entry requirements or if they decide to take up an offer from another Post 16 provider. If places do become available they will be offered to those on the waiting list following the over-subscribed criteria.

4.6 Over-subscribed criteria

The purpose of this criterion is to allow all applicants who meet the entry criteria a fair opportunity to apply for a place at the Academy. The Post 16 admissions team takes considerable time and the utmost care to ensure the system is applied fairly.

The criterion is as follows:

- Young People who are in care or who have previously been in care – a person under the age of 18 years whom the local authority provides accommodation by agreement with their parents/carers (section 20 of the Children’s Act 1989) or who is the subject of a care order under Part IV of the Act.
- Health and Special Access Reasons – Young people whose health or physical impairment means they have to attend a particular school. Health reasons must be strong and must be supported with evidence in writing by a medical practitioner. The evidence must demonstrate a special connection between the young person’s needs and the particular school. A physical impairment must be such that it requires the young person to attend the particular school because its buildings do not inhibit their mobility.

4.7 Appeals

Applicants or their parents/carers who are unsuccessful in gaining a place at the Enterprise Academy@Freebrough may appeal to an Independent Appeals Panel. Parents/carers wishing to do this should contact in writing the Clerk to the Governing Body of Freebrough Academy within 14 days of notification.

The Independent Appeals Panels procedures are in accordance with the Schools standards and Framework Act 1998, as amended by the Education Act 2002, the Admissions code February 2012 and the Schools Appeals Code of Practice. Applicants and their parents/carers may attend the hearing of their appeal and make their case to the panel.

4.8 Enrolment

Students who have been offered a place for Post 16 at the Enterprise Academy@Freebrough must attend one of the enrolment sessions once they have received their GCSE results. External students will be required to provide proof of their GCSE results together with a copy of their birth certificate or passport.

4.9 Admission after the first teaching day in September

Once the academic year has begun there will be no normal admission into the Post 16. Students wishing to enrol in Year 12 will need to contact the Director of Post 16, who will advise them of course availability and entry requirements and decide whether a place can be offered.

4.10 Admission to Year 13

Students in Year 12 who wish to continue their studies into Year 13, must meet the entry requirement outlined below. Where the Academy has places available, external students who wish to join in Year 13 and meet entry requirements may join Year 13.

Entry requirements: All offers of a place in Year 13 will be made in condition of students meeting the Academy entry requirements laid out below:

- All students wishing to advance to A2 study must achieve a minimum of Grade E in the relevant AS course upon receipt of the summer results; or
- All students wishing to complete Level 3 Vocational courses must have completed all Year 12 modules; or
- All students wishing to progress from a Level 2 to a Level 3 course must achieve at least a pass in their overall results; or
- In exceptional circumstances a letter from the Post 16 admissions team can confirm a student's suitability for continued study at Year 13.

4.11 Procedure

Following receipt of the summer results, students who have met the entry requirements above are automatically offered a place in Year 13 to continue their studies. Students who do not meet the entry requirements for Year 13 will be offered guidance about a change of pathway and relevant courses available.

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Principal: Linda Halbert

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