



City of
Stoke-on-Trent

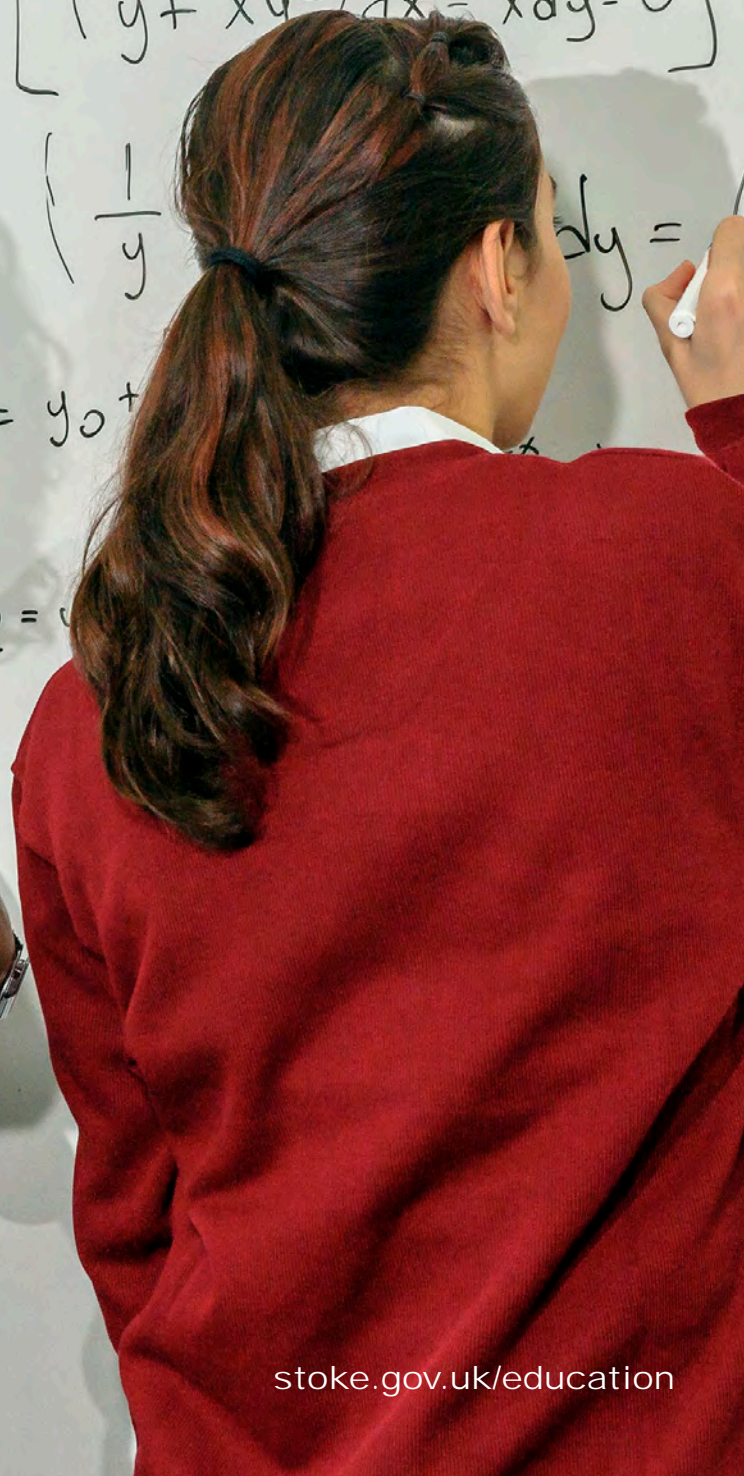
Information for parents

Secondary Schools

2020-2021



$$\frac{1}{y^2} \left[(y + xy^2) dx - x dy = 0 \right]$$
$$\left(\frac{1}{y} \right) dx - \frac{x}{y^2} dy = 0$$
$$y' = y_0 +$$
$$y^2 =$$



Apply on-line for school places stoke.gov.uk/admissions

stoke.gov.uk/education

Introduction



Jen Lomas
Assistant Director – Learning Services

It is important to secure the right secondary school place for your child. It needs to be somewhere which will meet both your child's and wider family needs. For many families, that means the local school, but it is your right to express a preference for a place at any secondary school and places are allocated according to published criteria.

Applications open on
**MONDAY 2
SEPTEMBER 2019**

In deciding on your preferences, I would encourage you to take a look at the range of schools available in this prospectus. It is also a good idea to visit schools you are interested in – many of them hold special open events to enable you to have a look around and ask any questions you have. Schools also set out considerable information on their websites.

Deadline for applications
**THURSDAY 31
OCTOBER 2019**

This document explains what you need to do in registering your preferences – and it tells you about the options open to you if you don't get your preferred place.

Applications should be made online at stoke.gov.uk/admissions or by completing an application form by **31 October 2019**. You will be informed of the outcome on National Offer Day **1 March 2020**. Staff in the Admissions and Transport Team can be contacted on **01782 234598** to provide assistance if you have any queries on making this application.



Jen Lomas
Assistant Director – Learning Services

The information contained in this booklet was accurate at the time of publication. Parents should refer to the website stoke.gov.uk/admissions for the latest information.

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The deadline for applications for a place at secondary school in Stoke-on-Trent for 2019 is **31 October 2019**.

Applications received after this deadline will be processed as soon as possible, but parental preferences expressed by the deadline will take priority.

What types of School are available in Stoke-on-Trent?

Your child will transfer from a primary to a secondary school in the September after his/her eleventh birthday. City of Stoke-on-Trent secondary schools are comprehensive and cater for both boys and girls. This means that they accept children of all abilities and no child is offered or refused a place on the basis of general level of ability. The only exception to this is St. Joseph's College, which is a selective school.

Currently, there are two types of secondary school within the city:

Foundation Trust Schools

These are non-denominational schools where the governing body has the same power as the governing body of an Aided school. These schools are supported by a charitable trust.

- Birches Head Academy

Academies

These are state-funded independent schools.

- Co-op Academy Stoke-on-Trent
- Haywood Academy
- Ormiston Horizon Academy
- Ormiston Meridian Academy
- Ormiston Sir Stanley Matthews Academy
- St. Joseph's College
- St. Margaret Ward Catholic Academy
- St. Peter's Academy
- St. Thomas More Catholic Academy
- Trentham Academy
- The Discovery Academy
- The Excel Academy Stoke-on-Trent
- Thistley Hough Academy

Schools in Other Local Authorities

Admissions policies for other local authority schools can be found on the relevant website. For example, schools in Staffordshire can be found on their website staffordshire.gov.uk/admissions

Parental Responsibility

An application for a school place can only be made by someone with "parental responsibility" for the child. The Children Act of 1989 requires schools to know who has "parental responsibility" for each child. This helps to ensure that everyone who has parental responsibility for a child is consulted about important decisions, even if s/he does not live with the child.

Mothers always have parental responsibility, unless removed by the court. Fathers also have parental responsibility if married to the mother (and this carries on after any divorce/separation or re-marriage even if the child lives apart from them). Fathers named on the birth certificate, whether married or not, have parental responsibility. Unmarried fathers, step-fathers and other relatives who look after a child can obtain parental responsibility by applying to the court, but do not qualify automatically.

Please help the school to collect this information. If any changes occur in your family life, or if orders are made under the Children Act which affect your child, please tell the school.

If you need help with this matter, the Education Welfare Officer attached to the school will be pleased to assist.

Applying for a place at Secondary School

How do I apply for a school place?

Either parent can complete an application form on behalf of their child. Applications will not be processed where there is a parental dispute in relation to the school(s) to be applied for.

You can apply for a Year 7 school place in a Stoke-on-Trent school from 2 September 2019. If your child is in Year 6 and you live in the city, you should register your preference on-line at stoke.gov.uk/admissions You should have received a letter to use with this application.

Benefits of applying on-line are:

- You will get an instant email confirmation that your application has been received;
- You will be notified of the outcome of your application by email on **1 March 2020**;
- You may edit your preferences on-line anytime before the closing date of **31 October 2019**.

If you are applying for a Church Aided School or Faith-Based Academy, **additional information such as baptism certificate/faith reference will be required. This must be forwarded separately** Please refer to the individual admissions policies for faith schools to confirm which additional information is necessary.

Please note: The required additional information relating to applications on faith grounds must be supplied. Failure to do so will affect the admissions criteria under which your application is considered.

If you prefer to complete a paper copy of the application form please contact us on **01782 234598**. If you have completed a paper form, please return this to the child's current school (if they attend a Stoke-on-Trent primary school). We strongly advise that you obtain a receipt from the school and keep this safe. Alternatively, you can return the form to the Admissions Team at the address on the back page of this document. Again, we strongly advise you obtain proof of posting.

You should express a preference for three schools on the form. These should be listed in order of preference. It is most important that you include all

of your preferences at this stage, as some schools will have more applications than they can take. Where we are unable to meet your first preference, we will try to offer your next preferred school. Naming the same school more than once on an application form does not increase the chances of being successful. Instead, it will reduce your opportunity to secure a place at a second or third preference.

A range of educational options are available to children at Key Stage 4 (from Year 10). Of course, your child can remain in his/her current school and no further action is needed. However, you can explore other options that are available from the beginning of Year 10. We recommend a discussion with the careers advisor at your child's current school, prior to making any decision to apply elsewhere.

Such establishments in our region are noted below and further information is available from their websites.

- JCB Academy, Rocester
www.jcbacademy.com
- Crewe Engineering and Design UTC, Crewe
www.utccrewe.co.uk
- Derby Manufacturing UTC, Derby
www.derbymanufacturingutc.co.uk
- West Midlands Construction UTC, Wolverhampton
www.westmidlandsconstructionutc.co.uk

These schools can be contacted directly for advice on their admissions process, open days, the availability of places, etc. Details of other similar colleges are available at www.utcolleges.org



Should you wish to change any of the details on your application, you can do so up until the closing date of 31 October 2019 by emailing the Admissions and Transport Team via: admissions@stoke.gov.uk or by writing to the address on the back page.

Education, Health & Care Plans

Children and Young People have Special Educational Needs (SEN), if he or she has a learning difficulty or a disability which calls for special educational provision to be made for him or her.

If your child has an Education, Health & Care Plan, and is due to move from one sector of education to another, for example from primary to secondary education, an annual review meeting will be held in the summer term of the year before they are to transfer, to ensure planning and preparation are in place for a smooth transition.

The SEN Policy and Inclusion Strategy set out the policy, principles and priorities on which arrangements for SEN are based. These documents can be found on our website stoke.gov.uk/local-offer

If your child has an Education, Health & Care Plan, it will need to be amended to name the school your child will attend. The annual review in the summer term, prior to their transfer a year later, will give you the opportunity to express a preference for the

school you want your child to attend. We must take into account your preference providing:

- the school is suitable for the child's age, ability and aptitude or the Special Educational Needs of the child
- the child's attendance is not incompatible with the efficient education of other children in the school; and
- the placement is an efficient use of the local authority's resources.

It is generally expected that, if your child has made progress in a mainstream primary school, s/he will be able to make progress in a mainstream secondary school.

The arrangements for transfer of young people with a Plan are made by the SEN Monitoring and Assessment Service. If you have any queries please ring **01782 231863**.



Transferring from Primary to Secondary School

This section of the booklet applies to all secondary schools, including those outside of the city. If your preference is for a Church School or Faith Academy, please read carefully the admissions policies on the school's website which will inform you of any supplementary information which is required.

The Admissions Code does not give you the right to choose which school your child should be admitted to. However, the city council must make arrangements to enable you, as parents, to express a preference for the secondary school(s) which you would like your child to attend. Your preference must be met unless to do so would "prejudice the provision of efficient education or the efficient use of resources" - for example, when a particular school is full. If a school is full and it is not possible to meet all parental preferences, your second preference will be very important. It is, therefore, vital that you give careful consideration as to which schools to nominate and in which order you name them. Please note that if your child has an Educational Health & Care Plan, then we must allocate a place at the school named on the Plan.

Schools hold open evenings for parents during the first half of the Autumn Term, and this provides an opportunity for you to visit those in which you are interested. You may also consult schools' inspection reports at ofsted.gov.uk and schools' examination results at education.gov.uk

All applications for secondary schools are managed by Stoke-on-Trent City Council on behalf of all secondary schools. This is known as the co-ordinated admission scheme.

We will pass to the governing bodies of Foundation Trusts and Academies, the preferences for their schools and will ask the governors to list the children in priority order according to their admissions policy. These lists will be returned to us. Admissions authorities cannot take into account whether an application is a first, second or third preference.

We will pass preferences for schools in other local authority areas to the Admissions Team for that area. They will tell us which children they will be able to allocate places to in their schools.

Once all the lists have been completed, we will allocate places up to each school's admission number. If a child is eligible for a place at more than one school the child will be offered a place at the school which is highest on the parent's preference list. In the event that a child is not eligible for any of the schools that their parent has named, they will be offered a place at the nearest school from their home address where there is a place available. Each child will be offered one place only.

The advantage of this coordinated system is that a child is more likely to gain a place at one of the schools which is a preference even if it is not a first preference. It must be recognised that this could be at the expense of a child who lives further away and whose parents put the school as a first preference.

What do I need to do?

You will need to make an application, either online or by obtaining a paper copy of the form. Failure to complete an application form could jeopardise a place at your preferred school.

Children of UK service personnel (UK Armed Forces)

Families of service personnel with a confirmed posting to the Stoke-on-Trent area, or Crown Servants returning from overseas to live in Stoke-on-Trent, should provide the unit postal address or quartering area address. This will be used as the "address" when considering applications from children of UK service personnel against the oversubscription criteria, providing the application is accompanied by an Assignment Order that declares a relocation date and the address. For further information, click the link below <http://bit.ly/2beN9rT>

How to decide which schools to apply for

Information about how places were allocated last year is available on pages 8 and 9. Look at that information and think about:

- you are interested in? (This is the number of children the school takes each year.)
- How many applications were received for your preferred school(s) last year?
- How many children were on the waiting list for your preferred school(s)?
- Are they likely to be full?
- How far away do you live from the school(s)?

The answers to these questions will give you an idea of how likely you are to get a place at the school(s). It is important to remember that the pattern of applications may differ from year to year. You can express three preferences and we would encourage you to do so. If you have a low priority (within the published oversubscription criteria for a school), you may not get a place at your preferred school.

Academies, Church and Foundation schools may have their own admissions criteria and the governing body of each school will decide on admissions. If you wish to apply for any of these


schools, you must include them in your preferences and complete the relevant sections of the form. Details of how these schools will give priority to pupils seeking admission can be found on each school's website and towards the back of this document. If the governors at one of these schools are unable to offer your child a place, you are still entitled to an appeal. See page 11.

For applications to schools in other Local Authority areas, you should name the school as one of your preferences on the Stoke-on-Trent application and submit this as set out on page 5. We will then send information on the application to the other local authority or school for their attention. There is no need to fill in a second application, but you are strongly advised to name three preferences.

If, having looked at the information on pages 8 and 9, you are unsure of your chances of gaining a place at any school, please telephone the helpline (details on the back page), or the school, for advice before completing your application.

How places were allocated for September

Secondary School	PAN	1st Prefs	2nd Prefs	3rd Prefs	Total Applications
Birches Head Academy	270	140	80	61	281
Co-op Academy, Stoke-on-Trent	210	239	73	70	382
Haywood Academy	240	215	218	105	538
Ormiston Horizon Academy	222	258	108	55	421
Ormiston Meridian Academy	195	205	70	44	319
Ormiston Sir Stanley Matthews Academy	210	328	130	56	514
St Joseph's College	150	276	93	51	420
St Margaret Ward Catholic Academy	210	175	136	96	407
St Peter's Academy	240	157	137	83	377
St Thomas More Catholic Academy	200	186	142	103	431
The Discovery Academy	260	286	83	56	425
The Excel Academy	210	314	161	65	540
Thistley Hough Academy	210	222	76	48	346
Trentham Academy	165	147	81	51	279

 School oversubscribed on first preferences received

Do second and third preferences matter?

You should name three schools on the form. It is most important that you include all of the preferences at this stage, as some schools may have more applications than they can take. In that situation, where we are unable to meet your first preference, we will try to offer your next preferred school. If you have a child in a school, you cannot assume that you will be allocated a place at that school.

Naming three preferences will not affect your chances of securing a place at your first preference school. On the other hand, naming the same school more than once on the application form cannot increase the chances of you being successful. Instead, it could reduce your opportunity to secure a place at your second or third school within a reasonable distance from your home address.

Local Authority Offers

If the local authority is unable to offer a place at one of your preferred schools it **must**, if there are places available, offer a place at another school. This is not done until after we have considered all the preferences. We make a Local Authority offer to ensure that no Stoke-on-Trent child, for whom an application has been received, is without a school place for September. Parents/ Carers can

accept or decline this offer and have a legal Right of Appeal (ROA) in respect of any of their unsuccessful preferences. A school place can only be refused in writing. This should only be done once an alternative school place has been secured.

We also operate a waiting list process and your child's name will automatically be added to the waiting list of any Stoke-on-Trent school of a higher preference than the one offered. The waiting lists are maintained in the order of the Admissions Policy relating to that school. Your child's position on any waiting list can go up and down, as it can be affected by other families and their changing circumstances. For example:

- if a family with a higher priority moves away and withdraws their application for a school place, your child will move up the list;
- if a child moves into the area, closer to the school you would like, your child will move down the list.

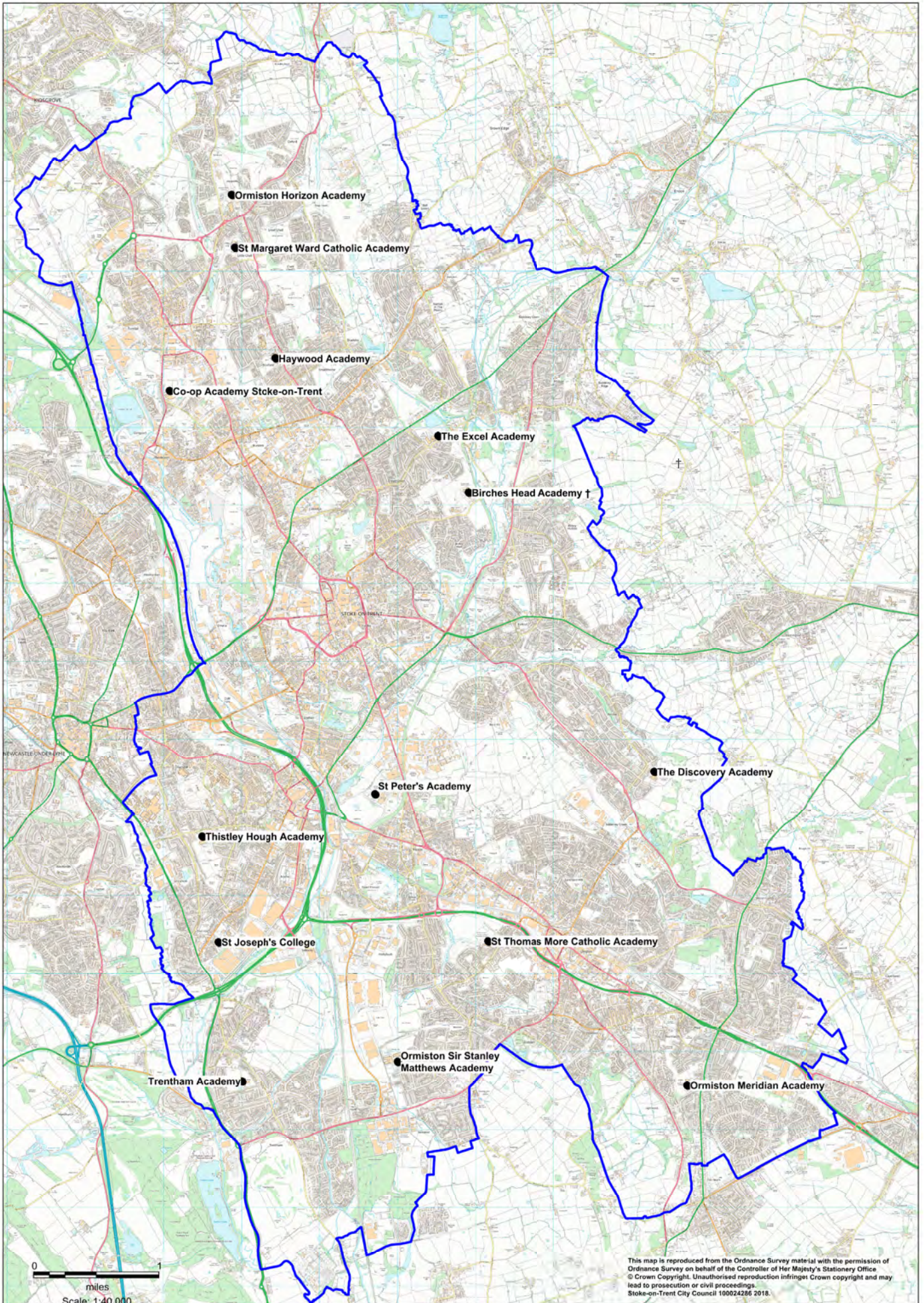
Where families decline allocated places, those places will be allocated to pupils on the waiting list, in priority order. Each year a number of places become available and are offered to families on the waiting list. This process continues for as long as changes are requested by families within the city.

er 2019

Local Authority Offers	Appeals Upheld	Total Allocated	Distance (miles) of Last Child Admitted (Straight Line)	Number on Waiting List
58	n/a	250	n/a	n/a
n/a	9	220	2.115	26
n/a	3	240	2.101	11
n/a	8	228	1.04	30
n/a	19	214	0.825	38
n/a	18	230	1.054	123
n/a	1	151	*See Below	128
n/a	n/a	210	5.897	1
25	3	241	n/a	4
n/a	3	203	1.047	40
n/a	15	271	1.308	55
n/a	13	229	0.923	92
n/a	9	215	1.516	31
n/a	2	166	5.603	5

*St Joseph's College Admissions Breakdown Please refer to Policy on page 37
 Roman Catholics Admitted 125 (max) practicing and distance 3.259 miles
 Christians Admitted 18 (max) practicing and distance 2.531 miles
 Non Catholic / No Christians Admitted 7 (max) practicing and distance 0.372 miles

Map of Local Schools



Admissions Procedures

What will the Local Authority do?

The majority of secondary schools in Stoke-on-Trent are Academies, who are their Own Admissions Authority. Please see Appendix A for a full list of the Admissions Policies for all Stoke-on-Trent Secondary Schools. Please also see individual school websites.

The role of the Stoke-on-Trent Admissions Team is to co-ordinate all applications made for a school place for children resident in Stoke-on-Trent. We ensure that all 'Own Admissions Authority' schools apply their admissions arrangements correctly. We rank all applications in partnership with schools that have Service Level Agreements with the Local Authority. All preferences are treated equally. When ranking applications, we will not take any account of whether it is a first, second or third preference.

On National Offer Day, we then issue all offers to children resident in Stoke-on-Trent to the highest preference that can be met.

If children are not eligible for a place at any school which their parents have named as a preference, we will allocate the child a place at another school where there are places available.

Waiting lists for all schools have to be held until the end of the Autumn Term (i.e. 31 December 2020). If places do become available, due to pupil movements in the area, the places will be filled in line with the admissions criteria.

***Please note** that some Stoke-on-Trent postal addresses fall within Staffordshire Local Authority. The Stoke-on-Trent Admissions Team support families who pay their council tax to Stoke-on-Trent.

What do I do if I don't get the school that is my preference

You should firstly call the **Admissions Team** on **01782 234598** to talk about the options available. There may be a place available at another school that you had not thought about before. If applicable, we will explain how you can change your preferences. Additional information and advice is available from **ACE (Advisory Centre for Education)** on the free phone number **020 8888 3377**.

Fraudulent Applications

If a place is offered on the basis of a fraudulent or intentionally misleading application from a parent, this may effectively deny a place to a child with a stronger claim. In that situation, the offer of a place will be withdrawn. For example, places can be withdrawn if the address used on the application form is not the address where the child lives **at the point of allocation**.

If you apply for a school place towards the beginning of the application process and then subsequently change address before allocations are made, (1 March 2020), you MUST tell us.

Where an offer is withdrawn on the basis of misleading information, the application must be considered again, and Right of Appeal can be offered.

Right of Appeal

If you have not got a preferred school, you can appeal against the decision to an Independent Appeals Panel. The Appeals Panel normally consists of three people, none of whom work for the city council or the school and will not have dealt with your case before. The Panel's decision is final. Normally, parents are allowed one appeal for each school they have applied for.

Repeat appeals for the same school are only considered where there has been a material change in the circumstances of the child or family since the previous appeal, for example, a change of home address. For some schools you should lodge your appeal through the local authority. For others, you should go direct to the school. The Admissions and Transport Team will be happy to direct you. Their phone number is on the back page. They can also check your child's position on a school's waiting list for you.

The deadline for appeals is Tuesday 31st March 2020. If you miss this deadline your appeal may not be heard until September 2020. Whichever school your child transfers to, the aim is to provide a happy and challenging education, with the emphasis on hard work and achievement.

Schools Information

Birches Head Academy			bircheshead.org.uk
Birches Head Road, Birches Head, ST2 8DD T: 01782 233595 E: info@bircheshead.org.uk			
Headteacher: Ms Katie Dixon			
Type of school	PAN	NOR	Open morning/evening 2019
Maintained Academy	270	691	Wednesday 25th September 5pm - 7pm

Co-op Academy, Stoke-on-Trent			cas.coop
Westport Road, Tunstall, ST6 4LD T: 01782 882300 E: enquiries@cas.coop			
Principal: Mr Nick Lowry			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	210	917	Thursday 26th September 4.30pm - 7.30pm

Haywood Academy			haywoodacademy.coop
High Lane, Burslem, ST6 7AB T: 01782 853535 E: info@haywoodacademy.coop			
Executive Principal: Mr Carl Ward			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	210	1,017	Wednesday 2nd October 6.30pm Individual tours during the Academy day are available any day this half term and can be arranged via reception, please call 01782 853535 to arrange.

Ormiston Horizon Academy			ormistonhorizonacademy.co.uk
Turnhurst Road, Tunstall, ST6 6JZ T: 01782 883333 E: info@ormistonhorizonacademy.co.uk			
Principal: Mr Andy Fitzgibbon			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	222	991 (Not inc. 6th form)	Open Evening is Thursday 19th September 6 - 8pm Open Morning is Friday 20th 9.00am - 10.30am Open Morning is Saturday 21st 9.00am - 11.30am

Ormiston Meridian Academy			ormistonmeridianacademy.co.uk
Sandon Road, Meir, ST3 7DF T: 01782 377100 E: info@omera.co.uk			
Principal: Mrs Claire Stanyer			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	180	853	Open Evening will be Thursday 19th September 6:30pm - 8:30pm Tour dates 23-27 September at 9:15am and 11:15am

Ormiston Sir Stanley Matthews Academy		ormistonsirstanleymatthewsacademy.co.uk	
Beaconsfield Drive, Blurton, ST3 3JD T: 01782 882200 E: info@ossma.co.uk			
Principal: Mr Mark Stanyer			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	210	1,056 (Not inc. 6th form)	Wednesday 25th September at 6pm Wednesday 25th September at 7.30pm

St Joseph's College		stjosephstrentvale.com	
London Road, Trent Vale, ST4 5NT T: 01782 848008 E: sjcollege@stjosephsmail.com			
Headteacher: Ms Melissa Roberts			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	150	771 (Not inc. 6th form)	Thursday 12 September - Year 7 7pm Thursday 7 November - Year 12 7pm Entrance Test Friday 20 September Saturday 21 September

St Margaret Ward Catholic Academy		stmargaretward.co.uk	
Little Chell Lane, Tunstall, ST6 6LZ T: 01782 883000 E: office@smwca.org.uk			
Headteacher: Mr Dominic McKenna			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	210	993 (Not inc. 6th form)	Open evening 19th September 6.30pm - 8.30pm Open morning 20th September and 23rd September 9.15am

St Peter's Academy		spa.woodard.co.uk	
Fenton Manor, Fenton, ST4 2RR T: 01782 882500 E: office@spa.woodard.co.uk			
Principal: Mr Michael Astley			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	240	949	Wednesday 9 October 6.30pm - 8.30pm Open morning 16 October 2018 9am - 10am

St Thomas More Catholic Academy		stmca.org.uk	
Longton Hall Road, Longton, ST3 2NJ T: 01782 882900 E: office@stmca.org.uk			
Principal: Mr Mark Rayner			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	200	947 (Not inc. 6th form)	Parents Evening 19th September 7pm Coffee Morning 10th October

The Discovery Academy		thediscoveryacademy.co.uk	
Discovery Drive, Stoke-on-Trent, ST2 0GA T: 01782 882100 E: academy@thediscoveryacademy.co.uk			
Principal: Mr Rob Kelsall			
Type of school	PAN	NOR	Open morning/evening 2019
Academy	260	1,164	Thursday 26 September 5.30pm - 8pm

The Excel Academy Stoke-on-Trent excelacademy.info

Milton Road, Sneyd Green, ST1 6LG T: 01782 882700 E: enquiries@excelacademy.info

Principal Mr Darren Bishop

Type of school	PAN	NOR	Open morning/evening 2019
Academy	210	1,042	Wednesday 18th September 5.30pm - 8pm

Thistley Hough Academy thistleyhough.org.uk

Thistley Hough, Penkull, ST4 5JJ T: 01782 883500 E: enquires@thistleyhoughacademy.org.uk

Headteacher: Ms Jayne Schofield

Type of school	PAN	NOR	Open morning/evening 2019
Academy	210	904	<ul style="list-style-type: none"> Thursday 19th September 5pm - 8pm Wednesday 16th October 4pm - 7pm Tours available between Monday 23rd September and Friday 25th October. Please contact reception on 01782 883500 to arrange a tour with the Principal.

Trentham Academy trenthamacademy.co.uk

Allerton Road, Trentham, ST4 8PQ T: 01782 883200 E: trentham@trenthamacademy.co.uk

Headteacher: Mr Mike Whittingham

Type of school	PAN	NOR	Open morning/evening 2019
Academy	165	686	Thursday 3rd October Contact reception on 01782 883200 to arrange a tour with the Headteacher



Transport

It is the responsibility of parents to ensure that their child(ren) get to and from school at the appropriate time each day.



When deciding on which school you want to send your child to, you may wish to think about the journey to school. For example, how far it is, is it safe, is it a pleasant journey, and how much it will cost.

Stoke-on-Trent City Council will provide assistance with a pupil's school transport arrangements if they meet the criteria under our Home to School Transport Policy.

Home to School Transport Policy

Pupils seeking free transport must be of compulsory school age i.e. between the ages of 11 and 17 years and living in the City of Stoke-on-Trent.

Free transport may be offered to the following categories of young people:

- Pupils unable to walk to school by reason of a temporary mobility/medical problem (transport offered on a temporary basis);
- Pupils unable to walk to school by reason of a long-term medical problem (where the application is accompanied by a letter from a doctor or other medical professional to confirm the medical circumstances and how these affect the child's ability to get to school);
- Pupils unable to walk to school because of the unsuitability of the only reasonable route;
- Those pupils aged 11 to 17 years (applicable from the academic year in which the child turns 11) who live more than 3 miles from their nearest qualifying school;
- Those pupils aged 11 to 17 years from low income families * who live more than 2 but less than 6 miles from their school which must be one of the three nearest, qualifying schools to their home. Eligibility will be reviewed annually;
- Those pupils aged 11 to 17 years from low income families * whose parents have expressed a preference for a faith school based on their religious beliefs where that school is the nearest appropriate faith school and is more than 2 miles but less than 15 miles from their home.

Transport Charges - Faith schools

Parents of pupils aged 11 to 17 years are responsible for the cost of travel to and from Faith schools unless they are on *low income. For further information see the Stoke-on-Trent transport policy on our website: stoke.gov.uk/admissions

Qualifying Schools

Parents may state preferences for any schools as part of the admissions process. Some preferences may appear to trigger free transport if a place were to be allocated. However, if they fall outside the "qualifying school" criteria and there are suitable places at a nearer qualifying school, then the pupil does not qualify for transport assistance. Transport to and from school then becomes the responsibility of the parent.

Qualifying schools must satisfy all of the following criteria:

- They must be a Community, Foundation, Academy or Voluntary Controlled/Aided school or a pupil referral unit;
- It must be the nearest school to the pupil's home that provides education appropriate to the age, ability and aptitude of the child (including any special placement for an excluded pupil who is off the roll of their mainstream school, or a Faith school that has been chosen by parents because of a religious belief), with places available;
- However, for pupils aged 11 to 17 years from low income families* a qualifying school maybe one of the three nearest schools to the pupil's home more than two miles away but less than 6 miles away; or, the nearest appropriate Faith school to the home where parents have expressed a preference based on their religious beliefs and where that school is more than 2 but less than 15 miles from their home. The distance is calculated by determining the shortest walking route (not necessarily by road);
- Where qualification is based on grounds of faith, this is determined through the assertion of this preference through the admission application process. Parents will need to have satisfied the admitting body's faith criterion. For Voluntary Controlled schools, the local authority will require evidence of the family's adherence to the religion / denomination of the school at the time of admission.



Applications open on
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- Where a pupil attends a split site school, the relevant site for qualification purposes will be the site where the pupil spends the majority of his/her school week as notified by the school at the beginning of the academic year;
- Where a pupil is dual registered, both sites will be separately assessed to determine the transport need;
- For children in the care of the local authority, the school where the child is placed is deemed to be the 'nearest qualifying school' in order to provide the necessary continuity of education. The allocation of school is to be reviewed as part of the child's regular Care Plan monitoring

* Low income refers to a family where the child(ren) receive free school meals or the parent(s) are in receipt of maximum working tax credit.

Similarly, transport will be considered to provide continuity of education where it is necessary as a result of other intervention by Vulnerable Children and Corporate Parenting.

For pupils not eligible for assistance with school transport, information regarding walking, cycling and bus timetables and routes for individual schools can be obtained from **Traveline** on **0871 200 2233** or via www.traveline.info

Transport for Children with Special Needs

Children who have an Education, Health & Care Plan and who attend the most appropriate school for their needs, may be provided with assistance with their transport requirements.

For further details please contact the Statutory Assessment Team on **01782 236842**.

Sustainable Travel to School

Moving to Secondary School can be a big change and often, how your child is getting to school is the last thing on your list of things to think about. However, changing schools can be a perfect opportunity to rethink travel arrangements and your child may be ready for a little bit of independence. Walking, cycling and public transport are a perfect alternative to the 'school run', relieving the stress of driving for parents and taking away the parking difficulties and congestion around the school gates. Stoke-on-Trent City Council encourages active travel to school for many reasons: it improves localised air quality, helps children achieve their 60 minutes of daily activity, reduces cases of obesity, improves community cohesion by reducing the conflict between car users and residents, increases road safety knowledge and improves mental well-being.

If you live too far to travel actively why not think about public transport or Park & Stride? All schools in the City have a 10 minute walking zone map which is available from travel.smart@stoke.gov.uk So why not park up and walk the extra bit? It will probably be as quick as getting stuck in the school run traffic and will be a lot more fun!

So here's your options to consider. Why not give one or more of them a go?

- Walk – often quickest door to door; chance to meet friends; healthy; when ready your child(ren) can walk themselves with friends – free yourself from being mum or dad's taxi!
- Cycle – plenty of off road routes; healthy and quick; independence for your son or daughter; check out all the city's routes [stoke.gov.uk/Stoke North map.pdf](http://stoke.gov.uk/Stoke_North_map.pdf)
- Park & Stride – your school may have an agreement with nearby businesses – but if not you can find your own suitable place to park away from the school; walk the last part and avoid safety issues around school gate
- Bus – independence and gets your child used to using buses outside their school life; www.traveline.info
- Car share – cut your fuel costs and you can still link with Park & Stride

For more information please contact the School Travel Adviser at travel.smart@stoke.gov.uk



Deadline for applications
**THURSDAY 31
OCTOBER 2019**

In-year Transfers

Transferring from one secondary school to another

If you are moving into Stoke-on-Trent or from one part of the city to another, and wish your child to change school, you should first discuss the matter with your child's present school.

If your child is experiencing difficulties at their current school and you consider that a transfer to an alternative school may be helpful, you should still discuss your child's situation with your current school before making a final decision. You should also think about how your child will get to an alternative school, which may be some distance away from your home.

If your child has begun their GCSE courses it will almost certainly be harmful to your child's education to change school once this important stage is reached.

If, after discussion and careful consideration, it is considered that a transfer may be beneficial to your child, you will need to complete an In-Year Transfer Request Form. This will be provided by the

school that you wish your child to attend. Please be aware that some schools require supplementary information such as Baptismal Certificates.

Once you have completed the In-Year Transfer Request Form, you must return it directly to the school. The school will then decide whether they can offer you a place and will notify you of the outcome. Should a place not be available for your child(ren), you may then approach another school. In this instance, the Local Authority will send you a letter confirming the refusal and in it, will outline your Right of Appeal.

Stoke-on-Trent does not provide funding for pupils to be educated at private day or boarding schools (except where such access is deemed to be necessary for children with Special Educational Needs or an Education, Health & Care Plan). Similarly, Stoke-on-Trent Local Authority does not run any schools that offers boarding facilities and does not provide funding for pupils to attend boarding schools in other areas.



Other Information

Fair Access Policy

The local authority is required to have an In-Year Fair Access Protocol in order to ensure that access to education is secured quickly for children who have no school place and that all schools in the city admit their fair share of children with challenging behaviour. Once a child is identified as “difficult to place”, the In-year Admissions Team will ask for a copy of his/her school record and any information relevant to the child’s placement.

In coming to a decision about the child’s placement the local authority will take careful account of the views of the Headteachers and governing bodies of the schools named by the parent. In particular the local authority will take account of any genuine concerns about a Fair Access admission e.g. a previous serious breakdown in relationships between the family and the school, etc.

Children without a school place must take precedence over children on a waiting list attending another school.

Support for Families

A wide range of free information, advice and support is available to parents and carers of children and young people in Stoke-on-Trent:

- Behavioural issues – tackling issues affecting your family;
- Signposting – to services which can provide specialist support and advice;
- Rights and entitlements – your legal and parental rights as a parent or carer;
- Activities – taking place across Stoke-on-Trent during school holidays;
- Childcare – types of childcare, availability of childminders, out-of-school clubs and holiday schemes;
- Family benefits – information on schemes to help with the cost of childcare.

We can also provide information and connect you to other services offering specialist support:

- Children’s centres
- Family support;
- Youth offending prevention;
- Domestic violence advice and support;
- Youth development;
- Support for young carers;
- School attendance and other education welfare issues;
- Sex, teenagers and relationships;
- Drug and alcohol education and support for young people;
- Job enterprise and training;

How to contact us:

- **Phone: 01782 232200**
- **Email: CW@stoke.gov.uk**

Our helpline is available from 9.00am to 5.00pm Monday to Thursday, 9.00am to 4:30pm on Friday. An answerphone message is available at all other times. You can view our web pages for more information for families at www.stoke.gov.uk

SEND Information Advice and Support Service (SENDIASS)

The service provides information, advice and support to children with Special Educational Needs and/or Disabilities (SEND), their parents, and young people with SEND. We provide free, accurate, impartial information; advice and support on the special educational needs to enable children, their parents and young people to play an active and informed role in their education and care. We help to promote independence and self-advocacy.

We can support by:

- Listening to parents/carers/young people’s views and concerns about their child/young person’s special educational needs and disabilities;
- Offering accurate and unbiased information by independently trained staff;
- Offering support when a child or young person with special educational needs or disabilities needs extra help in an educational setting;
- Offering support in attending meetings, writing letters/reports and filling in forms;
- Signposting to Parent/Carer forums and other relevant organisations.



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We offer:

- A confidential telephone/email helpline;
- A tailored information package;
- Impartial information and guidance to understand and interpret information relating to Special Educational Needs and Disability (SEND);
- Impartial information and guidance through the SEND processes and procedures;
- Impartial information and guidance on local policy and practice including the Law on SEN and Disability, Health and Social Care and Personal Budgets;
- Impartial information and support to young people to enable them to participate fully in decisions about the outcomes they wish to achieve;
- Impartial information and support for parents/carers and young people during an Education Health Care Plan (EHCP) assessment;
- Impartial information and guidance during the transfer of an EHC Plan;
- Access to an Independent Supporter during an EHC assessment;
- Impartial information and guidance relating to resolving disagreement(s);
- Impartial information around Independent Mediation Services;
- Impartial information and guidance in understanding the Tribunal Appeal Process;
- Impartial information and guidance on exclusions;
- Impartial information when children are out of school;
- Impartial information if you are considering Elective Home Education;
- Home visits (in exceptional cases);
- Signposting to appropriate services including the Local Offer;
- Signposting children, young people and parents to alternative additional sources of advice, information and support that may be available locally or nationally.

To find out more information, please contact:

- **Tel: (01782) 234701 or 234847**
- **E-mail: iass@stoke.gov.uk**
- **Website: www.sendiass-stoke.co.uk**

The SEND Information Advice and Support Service Helpline is available: Monday - Friday: 10.00am to 3.00pm. An answerphone service is available outside of these hours.

Free School Meals

Your child will automatically be entitled to free meals whilst in Reception, Year 1 or Year 2, as they will be covered by the Universal Infant Free School Meals provision. However your school will ask you to complete a registration and claim form to confirm any underlying entitlement, based on your own circumstances. This is because the school gets extra funding for every child who would qualify for a meal, under the standard rules for Free School Meals.

If you are in receipt of one of the following, your child is eligible to receive Free School Meals:

- Income Support;
- The guaranteed element of Pension Credit;
- Income-Based Job-seekers Allowance;
- Universal Credit - provided you have an annual net income of no more than £7,400 as assessed by earnings from up to 3 of the most recent assessment periods (not including any benefits you get).
- Working Tax Credit run-on – paid 4 weeks after you stop qualifying for Working Tax Credit.
- Income related Employment Support Allowance;
- Child Tax Credit (providing you do not also receive Working Tax Credit) and have an annual income of £16,190 or less (as assessed by HM Revenue and Customs);
- Support under part VI of the Immigration and Asylum Act 1999.

Please contact your child's school to make an application. You can ring the Free School Meals Team on **01782 236813**. If you need to add a child to an existing claim, please complete a new application form.



**Deadline for applications
THURSDAY 31
OCTOBER 2019**

Complaints

Although our schools will try to offer your child the best possible education, you may at some point feel you wish to make a complaint.

If you are concerned about any aspect of your child's education, you should firstly talk to the school. Most problems can be sorted out informally. If you are still unhappy, the local Education Welfare Officer will be able to advise you what to do next.

If you are still concerned, you can contact OfSTED or, in the case of an academy, the Academies Unit at the Department for Education (DfE). Each faith school has its own complaints policy, a copy of which is available from the school.

Education Welfare

The Education Welfare Team works in close partnership with schools, settings and other providers of education for children.

Stoke Education Welfare Officers have many years of experience in various educational settings from primary and secondary education through to Alternate Providers, colleges and Special schools with large networks of contacts from support agencies to enable them to actively signpost, support and advise schools. The officers are all extremely knowledgeable in the areas of prosecution, penalty notices and school attendance law. The team also holds a wealth of expertise with regard to child protection and children missing education. Our involvements with children, young people and their parents include:

- Attendance at their place of education;
- Achievement and wellbeing at school;
- Staying safe and improving social behaviour and preventing bullying;
- Supporting registration practice;
- Giving advice on School Attendance Law;
- Raising the profile of School Attendance and Persistent absence.

Additional tailor made functions are available to meet individual school's needs and may include:

- Registration Practice training;
- Specialist advice on Attendance law;
- Attendance assemblies clinics for pupils;
- Attendance DATA support—including Ofsted Inspections;
- Raising the profile of school attendance and persistent absence (home visits, attendance incentives, targeted groups and late gates);
- Issuing penalty warning notices;
- School representation at Child Protection Conferences / Child in Need meetings.



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Contact:

Angela Hallam:
Education Welfare Service Manager
Tel: 01782 235355
Email: Angela.Hallam@stoke.gov.uk
Page: <http://tinyurl.com/Educ-Welfare-Traded>

Further Help and Information

The **Admissions and Transport Team** is the central contact point for parents requiring further help or information. Our helpline telephone numbers are **01782 234598**.

The team may also be contacted by writing to:

**Admissions and Transport Team
Children and Family Services
Ground Floor, Swann House
Boothon Road, Stoke-on-Trent
ST4 4SY**

Or you could contact us by e-mail on admissions@stoke.gov.uk

Officers will also be pleased to deal with any enquiries in person, should you prefer to visit the office at the Civic Centre to discuss your concerns. Contact the **Admissions and Transport Team** to make an appointment on **01782 234598**.

The offices are open to the public from 8.45am to 5pm Monday to Thursday and 4.30pm on Friday. From here you can obtain information on:

- Admissions to schools;
- Exclusions;
- Free school meals;
- Bus passes.



Deadline for applications
**THURSDAY 31
OCTOBER 2019**

Post 16 Education

If you are interested in post-16 education or training, please contact the careers service:

E-mail careers.advice@stoke.gov.uk

Telephone **01782 237747**

Follow the link to:

www.stoke.gov.uk/careersservice

This service is free and impartial.

The admissions policies for schools with sixth forms can be found in Appendix A.

Applications for admission to sixth form will be dealt with by individual schools in accordance with their individual admission arrangements. You are advised to contact the relevant school to discuss the options for your child.

To find out more information on post-16 educational establishments, please click here

<http://bit.ly/2bhb2xg>



Appendix A

All policies have been supplied by the individual school/academy and were accurate at the time of publication. Please note that any updates will be available on individual school/academy websites.

Birches Head Academy

Birches Head Road, Birches Head,
Stoke-on-Trent ST2 8DD
Tel: 01782 233595
www.bircheshead.org.uk
Headteacher: Ms Katie Dixon
Type: Academy

General Principles

Birches Head Academy is an 11-16 mixed comprehensive Foundation/Trust school based close to the city centre (Hanley). As a Foundation/Trust school the Governing Body is the admission authority. The main principle of admission to Birches Head Academy is to maintain the character of the school as a comprehensive school, providing for the needs of young persons within the 11-16 age range who live within Birches Head and surrounding area.

The School will endeavour to provide places for pupils who live outside the Birches Head and surrounding area whose parents wish them to attend Birches Head Academy, provided that they can be accommodated within the admission limits. Students will be admitted at the age of 11+ without reference to ability or aptitude using the criteria below.

The school participates in the Local Authority Coordinated Scheme operated by Stoke on Trent City Council and all deadlines within that scheme should be adhered to by applicants. Details of the Coordinated Scheme can be found below. This policy is written having due regard to the Schools Admissions Code 2014 ("the Code") and in accordance with the Code, gives top priority to applications on behalf of children in public care and prohibits the use of unfair selection criteria.

Application Procedures for Year 6 Pupils Transferring to Secondary School

Applications must be made using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the Council by the deadline specified by them (normally the end of October of the year preceding admission).

All places will be offered by the Council, on behalf of the Governing Body, within the secondary Co-ordinated Admissions Scheme operational in Stoke on Trent's Council area. Allocations will be notified by the Council in accordance with their procedures.

Stoke-on-Trent City Council Coordinated Scheme

Stoke on Trent City Council manages admissions to secondary schools for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents are asked to name three schools as preferences. Their preferences may include community schools, voluntary aided schools, foundation schools, trust schools or maintained schools in other local authority areas. Parents may not name independent schools. Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. They will not take account of the order of preferences made by the parent. This means that it will not matter whether Birches Head Academy has been named as a first, second or third preference.

When it has received all applications for places for the schools in Stoke-on-Trent the Council will forward all applications which name Birches Head Academy as one of the preferred schools to the school governors. The governors will then categorise the applications into four groups as determined by the oversubscription criteria described below.

The Council will then offer each child a place at their highest preference school for which they are eligible. If the child is eligible for a place at all three schools which the parents have named as a preference, the child will be offered a place at their first preference. If the child is only eligible for a place at their second and third preference, the child will be offered a place at their second preference.

If children are not eligible for a place at any school which their parents have named as a preference, the Council will allocate to the child a place at the nearest appropriate school where there are places available after all other parents' preferences have not been met.

Published Admission Number (PAN)

The determined Published Admission Number (PAN) for 2020/21 is **210** and is based on the 2012 net capacity of the school on completion of BSF phase 3 works in September 2012.

Special Educational Needs

Under the Code, the School must admit a child with a statement of special education needs/Educational Health Care Plan (EHCP) that names the School. This requirement is not part of the oversubscription criteria below. The School must admit such children whether it has places or not.

Oversubscription Criteria

Where the number of applications exceeds the number of places available (the Published Admission Number) the Governing Body will use the following oversubscription criteria to determine those applicants to be offered a place (these are similar oversubscription criteria used by Stoke on Trent City Council for Community Secondary Schools):

Birches Head Academy Governors will prioritise places in the following order:

1. Looked after children or previously looked after children (those children who were looked after but have since been adopted or made subject to a child arrangements order or special guardianship order.)
2. Children who have older brothers or sisters/siblings* at the school at the time that they will start; and
3. Children who live nearest to the school as determined by a straight line measurement from the child's address point to the main entrance of the school.

The Governors will also consider any reasons put forward by parents in support of their preference. These reasons should be supported with evidence wherever possible. If the reasons concern the child's health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If the governors consider that the reasons for a place at a particular school are sufficiently strong based on the protocol as described in appendix 1, it will place the child on the school list above those whose position is based upon the distance criterion.

If the last eligible child is a twin, triplet or child of any other multiple births, the governors will allocate places to the siblings even if that means exceeding the admission number.

*Definition of older brothers or sisters

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common or
- are related by a parent's marriage or related by parents living as partners at this address or

- are adopted or fostered by a common parent or
- are brought together as a family by a same sex civil partnership and who are living at the same address

We do not include 'cousins' within our definition of sibling

Where a child lives part of the week with one parent and part with another member of the family, the 'home addresses will be considered to be the residence where the child spends at least four nights of the week each week. Where residence is equally shared (by a court order), the home address is the one used for any application for child benefit.

Having considered all the preferences for the school, the governing body will provide to the Council a list of children in each of the three categories as defined above. The council will then apply the distance criteria to the children in category 3 and produce a list in descending priority order for the school, taking account of the criteria for admission to this school set out above.

Tie Breaker

In the event of oversubscription in any category above, priority will be determined by the proximity of the child's home to Birches Head Academy using a straight-line distance from the main entrance of the school in Birches Head Road, to the address point of the residence, with those living nearest to the school being given priority.

Apartments in the same block will be treated equally with the measurement taken to the main entrance to the block. If after applying the distance tie-breaker there are more applications than places available from the apartment block furthest away, a further tie-breaker of random allocation will be used for the applications from this block.

Home Address

Proof of residence may be required under the co-ordinated scheme. The offer of a place may be withdrawn if proof of residency is not met.

Ethos

The ethos of our school is based on the fostering and the encouragement of self-belief, resilience, success, pride, integrity and confidence in our students. We expect all our students to commit to these and to pursue excellence in all that they undertake. All students and their parents/carers are required to sign the school's home-school agreement and all students are required to wear the school uniform.

Waiting Lists

The school will maintain a waiting list until the end of the academic year. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our oversubscription criteria as described above. Before being offered a place at the school parents will be invited to engage in a discussion to ensure that the Ethos of the school is understood and accepted and sign an agreement to uphold the school values. We have to admit any pupil who is the subject of a 'direction' by the Council or allocated to us according to the local Fair Access Protocol and any such pupils take precedence over the waiting list.

We also maintain waiting lists for all 'full' year groups.

Application Procedure for Pupils Transferring in Year

Admissions for all year groups will be dealt with in accordance with this policy. In year applications for admission to the school must be made directly to the school using the school's application form. All transfer forms must be signed by the child's present Headteacher and submitted in person by the parent/carer/legal guardian only.

Appeals

If you are not offered a place at our school you have the right to appeal to an independent panel. Appeal papers will normally be sent out by the Local Authority advising parents that we are unable to offer a place to. These must be returned to the Local Authority. If you are in any doubt please contact the school and we will provide you with additional information.

All appeals for September admissions into year 7 should be heard by the same panel and it is difficult to slot in late applications. Appeals will be heard before 6th July or the first working day afterwards if the 6th is a weekend.

This policy will be reviewed on an annual basis during the period of school reorganization taking place across the City

Appeals for in year admissions will be arranged as required using an independent appeals panel.

Appendix 1 – Medical Need

The evidence should come from at least one registered health professional and should set out the particular reasons why Birches Head Academy is the most suitable school. Evidence pertaining to the need of the child to attend Birches Head Academy because of an aptitude or interest in a specialism will not be considered under these criteria. The evidence must be included with the application form.



Co-op Academy Stoke-on-Trent

Westport Road, Tunstall,
Stoke-on-Trent ST6 4LD
Tel: 01782 882300
www.cas.coop
Principal: Mr Nick Lowry
Type: Academy

The academy admits students between the ages of 11-16

We will list the children in descending order of priority. We will not take any account of whether an application is a first, second or third preference.

General Principles & Ethos

The Co-op Academy Stoke-on-Trent (CAS) is its own admissions authority and makes decisions about admissions based on this policy. We are part of the Local Authority Coordinated admissions scheme. Advice on the procedures including appeals should be taken from the Stoke on Trent Local Authority website stoke.gov.uk/admissions. Details of the Co-ordinated Scheme can be found below.

Application Procedures for Year 6 Pupils Transferring to Secondary School

Applications must be made either on line, at stoke.gov.uk/admissions or using the Common Application Form which is available from your child's primary school. Applications must be made direct to your home Local Authority by the national deadline (31st October of the year preceding admission). All places will be offered by your home local authority, on behalf of the Governing Body, within the secondary Co-ordinated Admissions Scheme.

Stoke-on-Trent City Council Co-ordinated Scheme

Stoke-on-Trent City Council manages admissions to secondary schools for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents are asked to name three schools as preferences. Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements.

The national closing date for applications is 31st October. When it has received all applications for places for the schools in Stoke-on-Trent, the Local Authority will forward a spread sheet showing all applications which name CAS, as one of the preferred schools, to the academy governors, by the end of November.

The Governing Body will then rank all the applications and provide to the Stoke on Trent Local Authority a list of children in each of the categories as defined below. (Those children who have an EHCP (SEND) naming CAS and have requested CAS will be placed at the top of the list). The Stoke on Trent Local Authority must receive this list by the end of the autumn term.

The home Local Authority will then offer each child a place at the highest preference school for which they are eligible.

PAN

The determined Published Admission Number (PAN) for 2020/2021 is **210** and is based on the academy's funding agreement. Published Admission numbers will be subject to annual review.

Special Educational Needs

Under the School Admission Code 2014, the academy must admit children with a Statement of Special Educational Needs or an Education and Health Care Plan (EHCP) that names the Academy. This requirement is not part of the over-subscription criteria below. The academy must admit such children whether it has places or not..

Over-Subscription Criteria

Where the number of applications exceeds the number of places available (the Published Admission Number), the Governing Body will use the following over-subscription criteria to determine those applicants to be offered a place. The Co-operative Academy of Stoke-on-Trent Governors will rank applications (prioritise places) in the following order:

1. Children who are in public care and previously looked after children, who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Further references to previously looked after children in this Code means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after. Children in public care include children provided with accommodation under Section 22 of the Children Act (1989).
2. Children who have older brothers or sisters/siblings* at the academy at the time that the applicant will start on roll.
3. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Westport Road. The Stoke on Trent Local Authority uses a Geographical information system to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

***Definition of Older Brothers or Sisters**

For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order. We do not include cousins within our definition of sibling.

Home Address

The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. Where a pupil lives with parents with shared responsibilities, each for part of the week, the home address will be the one at which the student is resident for the greatest part of the week. Where this is equally shared, the home address will be the one used when applying for child benefit. In the unlikely event of two or more children living exactly the same distance from the academy, the case will be referred to the Local Authority for independent adjudication. Proof of residence may be required under the Co-ordinated Scheme. The offer of a place may be withdrawn if proof of residency is not met.

Waiting Lists

Under the Co-ordinated Scheme, the Academy and Stoke on Trent Local Authority will maintain a waiting list until the end of the academic year.

In Year Admissions

Admissions for all year groups will be dealt with in accordance with this policy. Governors will take each admission on an individual basis.

Applications for an In-Year admission must be made on the academy's appropriate form and will be ranked according to our over subscription criteria as described above.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place at CAS may register their appeals through the Stoke on Trent Local Authority. The academy will be informed of this decision with the appeals heard by an independent appeals panel coordinated through the Clerk to the Education Appeals Panel, c/o Democratic Services, Resources Directorate, Civic Centre, Glebe Street, Stoke on Trent, ST4 1RN.

The closing date for Year 7 appeals should be adhered to. All Year 7 appeals, where possible, will be heard by the same panel and it is often difficult to slot in late appeals.

This policy will be reviewed on an annual basis by the Governors of the academy.

Haywood Academy

High Lane, Burslem,
Stoke-on-Trent ST6 7AB
Tel: 01782 853535
www.haywoodacademy.coop
Principal: Mr Carl Ward
Type: Academy

The academy currently admits students between the ages of 11-18.

Rationale

The Governors of Haywood Academy are required by law to agree and publish their admission criteria.

Purpose

The Admission Policy sets out the Governing Body's arrangements in respect of admission to the Academy including the relevant criteria to determine admission in the event of applications exceeding the Governors' planned admission limit.

Guidelines:

Section 1 – General Principles

The main principle of admission to Haywood Academy is to maintain the character of the Academy as a comprehensive school, providing for the needs of young person's within the 11-18 age range, who live in Burslem/Tunstall and the surrounding areas. We have strong links with local primary schools with which we collaborate on both curriculum initiatives and staff training.

We are an 'inclusive' Academy and welcome all applications. Academy dress is intended to encourage a professional appearance and a pride in the Academy. We have tried to keep this at a reasonable cost while maintaining a level of conformity and are pleased to discuss any concerns you may have about Academy dress items.

Admission to our Academy is not dependent on any voluntary contribution and we have a full range of extra-curricular activities available to all students. We also have a full programme of visits for which a charge may be made but again are pleased to discuss any concerns anyone may have.

Students will be admitted at the age of 11+ without reference to ability or aptitude in line with the agreed admission number. **The admission number for September 2020 is 210 in Year 7.** In Year 12 for students new to the Academy there will be 30 places.

Where the Academy has fewer applicants than places available, all applicants will be offered a

place. Where the Academy has more applicants than places, the oversubscription criteria in section 2 will be applied.

The Academy is under a legal duty to admit a student with an Education, Health and Care plan that names the Academy. This may reduce the number of places available to other applicants. In Year admissions will be considered in accordance with the policy.

Section 2 – Procedures. Oversubscription

In the event of over subscription, admissions will be determined using the following criteria:

1. Looked after Children or previously Looked after Children (those children who were looked after but have since been adopted or made subject to a Special Guardianship Order).
2. Children with a sibling (See section 3 Definitions) who are on our Academy roll up to the end of Year 13 when the application is made.
3. Children on roll in a City Learning Trust Partner Primary School/Academy. (See our website admissions tab for the up to date list).
4. Children on roll at a Partnership Primary School/Academy. (See our website admissions tab for the up to date list).
5. Children of members of staff provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Proximity of the child's home to Haywood Academy using a straight-line from the centre of the Academy with those living nearest to Haywood Academy being given priority.

Proof of residence may be required.

Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple births. The admission number (AN) may be exceeded in such cases.

Where there are two or more applications and fewer places available within any oversubscription category, priority will be given to the applicants whose permanent address is closer to the Academy as measured by a straight line measurement.

Waiting Lists

The Academy intends to hold waiting lists for any oversubscribed Year group until the end of the academic year.

Applications for inclusion on a waiting list must be made on the Academy's appropriate form and they will be ranked according to our oversubscription criteria as described above.

Appeals

Parents who wish to appeal against the decision of the Governors to refuse their child a place in the Academy may apply in writing to The Clerk to the Admissions Committee, who will then make the necessary administrative arrangements for you to appeal to the Independent Schools Appeals Panel. All appeals should be heard by the same panel and it is difficult to slot in late applications. We try to arrange appeals before the end of May.

The decisions of the Schools Appeal Panel are binding on the Academy governing body and parents

Section 3 – Definitions and Details

- City Learning Trust School: (Please see website for up to date list)
- Our Partner Primary schools are: (Please see website for up to date list)
- For admission purposes a sibling is a brother or sister who lives at the same address and who is the brother/sister half-brother/sister (i.e. share one common parent or step-brother/sister i.e. related by a parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same address under the terms of a Residence Order.
- Under the Children Act 1989, a looked after child is a reference to section 22(1) which states that a child will be deemed to be looked after by a local authority where the child is
 - (a) in their care; or
 - (b) provided with accommodation by the authority for a continuous period of more than 24 hours in the exercise of any functions (in particular those under this Act) which stand referred to their social services committee under the Local Authority Social Services Act 1970.

Sixth Form Admissions to City College

The admission arrangements outlined within this document apply to admissions to City College for the 2020-2021 academic year. The arrangements apply to all children transferring from Year 11 to Year 12. Applications should be made direct to the Academy on City College's Pathways form (internal) or City College application form (external). These are available from both the website and the Academy direct.

- The entry requirements for entry to the A-Level courses is a minimum of 5 in both English and Maths and a minimum grade 5 / B in the subject chosen (other subjects may have specific criteria).
- The entry requirements for the BTEC Vocational qualifications is 5 GCSEs A* – C/ 9-4 or 5s

in Maths and English with 3 other GCSEs A-C / 9-4. (However students with 3 – 5 GCSEs meeting the benchmark of 5s or Bs as appropriate will be considered on a case by case basis).

- The entry requirements for the Work Based Learning Programme is dependent on aptitude and work experience posts available.

A student who has an Education Health Care Plan who names City College as their preferred 6th form pro-vision will be admitted subject to achieving the necessary grades for access onto the course they have chosen or appropriate work experience opportunities.

Every effort will be made to meet individual needs, but although a place at City College is offered there is no guarantee that a course in a subject will run if demand is small or a course cannot be staffed, nor can a place be guaranteed on an oversubscribed course. If a course can run and is oversubscribed the following criteria will be used; students with the highest average point score followed by highest grades in that subject will be admitted first. Similarly, no guarantee can be made that all combinations of subjects will be possible.

Students will be admitted into the Sixth Form at the start of the Autumn term in each school year although there may be some occasions when students transfer during an academic year.

In the case of oversubscription, applicants will be enrolled in the order of priority as follows:

- Students in Year 11 at Haywood Academy will be given first priority.
- Any remaining available places will be allocated for students new to City College from other schools up to the admission number of 30 using the following oversubscription criteria:
 - a. Children in care.
 - b. Students who already have a sibling attending the Academy, at the time of application.
 - c. Proximity of the student's home to City College, Burslem Campus, (old town hall building) using a straight-line from the centre of the City College, Burslem Campus with those living nearest being given priority.
 - d. Exceptional social or medical circumstances which must be supported by a written medical report from a Hospital Consultant and/or GP which set out the particular reasons why City College is the most suitable 6th form provision and what difficulties would occur if the child had to go elsewhere.



Applications open on
**MONDAY 2
SEPTEMBER 2019**

The entry criteria for admission to the Sixth Form shall be the same for students on roll at Haywood Acad-emy as they are for students from other schools

A student who has an Education Health Care Plan who names City College as their preferred 6th form pro-vision will be admitted subject to achieving the necessary grades for access onto the course they have chosen. Any student refused the offer of a place in Year 12 has the right to an independent appeal panel. Parents who wish to appeal against the decision of the Governors to refuse their child a place in the Sixth Form Academy may apply in writing to The Clerk to the Admissions Committee, who will then make the necessary administrative arrangements for you to appeal to the Independent Schools Appeals Panel.

The decisions of the Schools Appeal Panel are binding on the Academy governing body and parents.

Year 13 Admissions

Students will be admitted to Year 13 based on a successful completion of Year 12.

Enrolment for Year 13 will take place in August 2019 to review the Year 12 outcomes, attendance, attitude to learning and homework completion.



Deadline for applications
**THURSDAY 31
OCTOBER 2019**

Ormiston Horizon Academy

Turnhurst Road, Tunstall,
Stoke-on-Trent ST6 6JZ
Tel: 01782 883333
www.ormistonhorizonacademy.co.uk
Head of School: Mr Andy Fitzgibbon
Type: Academy

1. Policy statement and principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academy's arrangements for admissions and will apply to all admissions from September 2020 to July 2021. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year; these will be publicised on the academy website. Arrangements for visits outside these dates can be made through the academy office or contacting Mrs A Smith on **01782 83333** or info@ormistonhorizonacademy.co.uk

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Chair of Governors; Mr J. May: jmay@watermillschool.co.uk in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-16. The main intakes are:

- secondary

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Looked after Children

Looked after children and those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. [A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989).

Siblings

A sibling is defined as:

- A brother or sister, including half brothers or sisters, who shares one or both parents, whether or non-resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents' order

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

Ormiston Packmoor Primary Academy

Children on roll at Ormiston Packmoor Primary Academy.

Existing staff

Children of an existing member of staff of the academy at the time of application.

Distance

This is the straight line distance between the academy main gate on Turnhurst Road and the child's home address point.

Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main gate entrance of the school on Turnhurst Road. Stoke on Trent Local Authority uses a geographical information system to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and OS Address Point data.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed, the address used to register the child with a doctor will be used.

2.2 Eligibility criteria

In line with The Schools Admissions Code 2014 ("the Code") Ormiston Horizon Academy will respond to applications for children coming from overseas in accordance with current regulations.

Ormiston Horizon Academy will not refuse a school place simply because of doubts about the child's immigration status.

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until the end of the academic year, following the main academy intake in September. Each added child will require the list to be ranked again, in line with the academy's oversubscription criteria against which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

The place was offered in error

- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs, the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case, then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually; this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year, there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation, then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined, we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mrs A Smith on 01782 883333 or info@ormistonhorizonacademy.co.uk Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development

Plus also:

- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents, will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision, the parents can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place, however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person or body can make an objection to the EFA when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section outlines admissions for secondary admissions. For further information on this process, please contact Mrs. A Smith (asmith6@ormistonhorizonacademy.co.uk)

Number of spaces (PAN)

The academy has an agreed admission number of **210** per year.

Application process

Applications for the 2020-21 academic year begin September 2019

To apply, you need to complete the local authority's (LA) common application form (CAF) and submit this directly to the LA by the deadline, 31 October 2019. www.stoke.gov.uk/admissions

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from

the local authority has been made. All offers will be made on the secondary national offer day (1 March or, the next working day if this falls at the weekend).

Selection criteria

If the number of applications is less than the number of spaces, then all children will be offered places.

Oversubscription criteria

If the academy receives more applications than there are available places, then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. [A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used is in Section 22(1) of the Children Act 1989)].
2. Children who have siblings at the school at the time the applicant will start on roll.
3. Children on roll at Ormiston Packmoor Primary Academy.
4. Children of an existing member of staff of the academy at the time of application.
5. Children who live nearest the school measured using the straight line distance between the academy main gate on Turnhurst Road and the child's home address point. (As defined in 2.1).

Tie Breaker

These criteria are also used as a tie-breaker. Whenever two applicants have the same priority based on criteria 1, 2, 3, 4 & 5 then the child who lives closest to the academy (As defined in 2.1) will be given the higher priority.

In the event that two students live an equal distance from the academy, a random ballot supervised by independent person will be held.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance to the oversubscription criteria within this policy. In-year admissions forms can be obtained from Mrs. A Smith (ASmith6@ormistonhorizonacademy.co.uk)

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied. This will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

Fair access applications

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol, the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA, this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy, the family and the Local Authority.

Ormiston Meridian Academy

Sandon Road, Meir,
Stoke-on-Trent ST3 7DF
Tel: 01782 377100
www.ormistonmeridianacademy.co.uk
Principal: Mrs Claire Stanyer
Type: Academy

The academy admits students between the ages of 11-16

1. Policy statement and principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special

educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academy's arrangements for admissions and will apply to all admissions from September 2019 to July 2020. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days/evenings during the year, these will be publicised on the academy's website, and the local newspaper. Arrangements for visits outside these dates can be made through the academy office or by contacting the Principal's PA, Mrs J. Mann jmann@omera.co.uk.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective
- If there are urgent concerns these should be raised to Sunita Goddard-Patel – Head of Governance in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address point. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Sandon Road, Meir, Stoke on Trent ST3 7DF. Local Authority uses a Geographical Information System to calculate home to academy distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey Address Point data.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of academy nights. Academy nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of academy nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Siblings

- A sibling is defined as:
- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility
- In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to Ormiston Meridian Academy is subject to the regulations regarding nationality, residency status and eligibility to study in the UK. Students are currently eligible to be admitted if:

- They are British citizens and/or EU nationals
- They are a non EU national that has:
 - Exceptional or Indefinite Leave to Remain in this country
 - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The Local Authority will maintain a waiting list until 31st December following the main academy intake. Each added child will require the list to be ranked again, in line with the academy's oversubscription criteria against which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error.
- Acceptance of the place was not received in a reasonable period of time.
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh.

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required.

If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy's consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mrs. Ann Berrisford

Inclusion Manager. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on:

- The student's academic ability
- The student's social and emotional development
- Views of the parents and Principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision, the family/parent can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Education Funding Agency when they consider the academy's arrangements are unlawful, or not in compliance with the Academy Admissions Code / relevant legislation relating to admissions. Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information please contact Mrs. J. Mann at jmann@omera.co.uk.

Number of spaces (PAN)

The academy has an agreed admission number of **180** per year.

Application process

Applications for the 2019/2020 academic year begin on the 2nd September 2019.

To apply you need to complete the local authority's (LA) common application form and submit this directly to the LA by the deadline, 31st October - stoke.gov.uk/admissions

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been made. All offers will be made on the secondary national offer day (1st March or, if this falls at the weekend, on the next working day).

Oversubscription criteria

If OMA receives more applications than there are available places then children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy.

If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. (A looked after child is a child who is 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 definition used is in Section 22(1) of the Children Act 1989).
2. Children who have siblings at the academy at the time that they will start on roll.
3. Children of an existing member of staff of the academy at the time of application.
4. Children who attend our main feeder primary schools; Sandon Primary Academy, The Crescent Academy, Alexandra Junior School, Park Hall Academy, Belgrave, St Bartholomew's Primary Academy, St Matthews CofE Academy and Weston Junior Academy.
5. Children who live nearest to the academy as determined by a straight line measurement from the child's home address point to the main entrance of the academy on Sandon Road Meir Stoke on Trent ST3 7DF.

Tie break

These criteria are also used as a tie breaker. Whenever two applicants have the same priority based on criteria 2-4 then the child who lives the closest to the academy will be given the higher priority. In the event that two students live an equal distance from the academy a random ballot, supervised by an independent person, will be held.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance to the local authorities' oversubscription criteria

within this policy. In-year admissions forms can be obtained from the academy. Please contact **01782 377100**.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

If the academy refuses entry, the local authority may request a direction from the Education and Skills Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the ESFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place. This will include information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy, the family and the Local Authority.



Applications open on
MONDAY 2
SEPTEMBER 2019



Ormiston Sir Stanley Matthews Academy

Beaconsfield Drive, Blurton,
Stoke-on-Trent ST3 3JD
Tel: 01782 882200
www.ormistonsirstanleymatthewsacademy.co.uk
Principal: Mr Mark Stanyer
Type: Academy

The academy currently admits students between the ages of 11-16.

1. Policy statement and principles

1.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2020 to July 2021. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days/evenings during the year, these will be publicised on the academy's website, social media pages and the local newspaper. Arrangements for visits outside these dates can be made through the academy office or by contacting the Office Manager, Mrs. Jackie Alcock, **01782 882200**.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation. This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

1.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to Sunita Yardley-Patel – Head of Governance in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 11-16. The main intakes are:

- Secondary

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address point. Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school on Beaconsfield Drive. Stoke on Trent Local Authority uses a Geographical Information System to calculate home to school distances. This determines coordinates of the applicant's home address using the Local Land and Property Gazetteer (LLPG) and Ordnance Survey Address Point data.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and

where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
 - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
 - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The Local Authority will maintain a waiting list until the end of the academic year following the main academy intake. Each added child will require the list to be ranked again, in line with the academy’s oversubscription criteria against which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error.
- Acceptance of the place was not received in a reasonable period of time.
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh.

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Determining arrangements and consultation

Admissions arrangements will be set annually, this will happen even if there are no changes from previous years and a consultation is not required. If the academy changes any significant aspect of the admissions procedure then OAT will be informed prior to making changes and beginning the consultation process. Any significant changes proposed by the academy must be approved by OAT.

The academy will consult on admissions arrangements when changes to the academies arrangements are proposed (no consultation is required for an increase in PAN or changes to ensure compliance with the admissions regulations). Where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that we must consult on our admission arrangements at least once every seven years, even if there have been no changes during that period.

We will publish any consultation for admissions on our website and notify appropriate stakeholders. If there are any substantive responses to the academy’s consultation then these will be sent to OAT. Any subsequent changes will be made will be in consultation with OAT.

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mr. Nick Brennan, Vice Principal. Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy’s governing body. A panel of at least three governors will consider the admission request based on:

- The student’s academic ability
- The student’s social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision, the family/parent can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a

place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Education Funding Agency when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Secondary admissions

The process detailed in this section is for admissions for secondary admissions. For further information please contact our Office Manager, Mrs. Jackie Alcock, 01782 882200.

Number of spaces (PAN)

The academy has an agreed admission number of **210** per year.

Application process

Applications for the 2020/21 academic year begin on 2nd September 2019.

To apply you need to complete the local authority's (LA) common application form and submit this directly to the LA by the deadline, 31st October - stoke.gov.uk/admissions

Late applications will not be considered until all other applications have been reviewed.

All offers of secondary places will be made through the LA. The academy will not contact parents about the outcome of their application until the offer from the local authority has been made. All offers will be made on the secondary national offer day (1st March or, if this falls at the weekend, on the next working day).

Oversubscription criteria

Children with the academy named on an education, health care plan (EHC) or equivalent will be automatically admitted to the academy. If there are still places available, priority for admission will be given to those children who meet the oversubscription criteria set out below:

1. Looked after children and those who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements order or special guardianship order. (A looked after child is a child who is 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 definition used is in Section 22(1) of the Children Act 1989).

2. Children who have siblings at the school at the time that they will start on roll.
3. Children of an existing member of staff of the school at the time of application.
4. Children who live nearest to the school as determined by a straight line measurement from the child's home address point to the main entrance of the school on Beaconsfield Drive.

Tie break

These criteria are also used as a tie breaker. Whenever two applicants have the same priority based on criteria 2-4 then the child who lives the closest to the academy will be given the higher priority. In the event that two students live an equal distance from the academy a random ballot, supervised by an independent person, will be held.

In-year admissions

Applications for in-year admissions are considered in the same way as those made at the beginning of the academic year and are dealt with in accordance to the local authorities' oversubscription criteria within this policy. In-year admissions forms can be obtained from the academy. Please contact **01782 882200**.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.

Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused, information about the right to appeal, deadlines and contact details.

A child is allowed to be on the academy waiting list while lodging an appeal and the appeal will not affect their position on the list. The decision of the appeals panel is binding on the academy.

St Joseph's College

London Road, Trent Vale,
Stoke-on-Trent ST4 5NT
Tel: 01782 848008
stjosephstrentvale.com
Headteacher: Ms Melissa Roberts
Type: Academy

The academy admits students between the ages of 11-18

Statement

St Joseph's College is a co-educational selective Catholic School for boys and girls between the ages of 11 and 18. The college is an academy school, part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice.

The admissions process for St Joseph's College is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme.

The Admission Policy of the Governing Body of St Joseph's College is as follows:

The ethos of this academy is Catholic. The academy was founded by the Christian Brothers to provide education for children of Catholic families. The academy is conducted by its Governing Body as part of the Catholic Church in accordance with the Christian Brothers as Trustees and seeks at all times to be a witness to Jesus Christ. We ask all parent(s) and guardians applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of parent(s) and guardians who are not of the faith of this academy to apply for and be considered for a place here.

To apply for a place at St Joseph's College in the normal admissions round (excluding admission to Year 12), an application must be made using the school admission application process of the local authority in which you live naming St Joseph's College on the application form. Applications need to be made by 31st October 2019 **A Supplementary Information Form (SIF) must also be completed. The SIF must be returned directly to the school by 2nd November 2019 (see note 3 and 5 below).**

The Academy's Admission Number for the academic year 2020/21 is 150

St Joseph's College has no designated catchment area and the governing body considers applications regardless of which local authority area a pupil lives in.

For a pupil to be considered for admission in September 2020, parent(s) and guardians must comply with both of the following:

- a) Apply to the school by 13th September 2019 for their child to take the entrance test. The application form for the entrance test will be available from the school from 1st July 2019 and at the open evening to be held at the school on 12th September 2019.

And in addition to completing and returning the above form, parent(s) and guardians must

- b) Complete and return their local authority secondary school application form by 31st October 2019 naming St Joseph's College as one of their preferred schools. The appropriate form will be available from pupils' current primary schools or the home local authority and should be returned directly to them as directed on that form. Local authority forms are not available from St Joseph's College and should not be returned directly to the school

Applications will be deemed as incomplete if both of the above application forms are not submitted as required. Incomplete applications will not be considered for admission by the Governing Body.

Stage One – The Entrance Test

The entrance test will take place on 20th and 21st September 2019. Parent(s) and guardians will be informed of the arrangements for the test ahead of these dates and be given samples of questions. Parent(s) and guardians will be advised by 4th October 2019 whether or not their child has reached the required mark of 105 in order for parent(s) and guardians to know the outcome before the deadline to submit their local authority secondary school application form of 31st October 2019. Parent(s) and guardians will also be advised of how many pupils have reached the required mark of 105 in the test so that an assessment can be made of the likelihood of a child being allocated a place at the college using the oversubscription criteria listed in Stage Two of this policy.

To reach the required standard, pupils must achieve an age adjusted score of 105, based on the average of the tests taken. To help clarify the standard required to pass the entrance test, 95% of pupils who pass the entrance test will be expected to achieve at least an average level 4 in their Key Stage Two SATs. All entrance test papers will be marked anonymously and markers will not be able to identify any individual child.

Pupils who do not achieve the required score of 105, but achieve a score of 104 or 103 will have their paper re-marked.

Parent(s) or guardians who consider that their child has a disability and/or a Special Educational Need which could disadvantage them during the entrance test process should provide further written information and evidence of the disability or Special Educational Need to the Governing Body at the time of applying for their child to take the test. Evidence would be required from qualified educational or medical practitioners confirming the nature of the child's disability or Special Educational Need. Consideration will then be given to making any reasonable adjustments or other practical arrangements for them taking the test to ensure that no pupil is placed at a disadvantage.

If the number of pupils who achieve the required score is less than 150, then places at St Joseph's College will be offered to every one of those pupils. The parent(s) and guardians of pupils who have not achieved the required score of 105 will be notified of this in writing and their applications will not proceed to Stage Two of the admissions process.

Stage Two – Oversubscription Criteria

If the number of pupils who have achieved 105 or more in the entrance test exceeds the admission number of 150, their parent(s) and guardians will be sent a Supplementary Information Form (SIF) with their letter advising them of the outcome. The relevant form must be returned, completed, to St Joseph's College by 1st November 2019. The Governing Body will then give priority to applications in accordance with the criteria listed below. If a child has achieved a score of 105 or more in the entrance test and the parent(s) or guardians do not return the SIF, then the child will be considered to be a non-Christian. No further reference to academic performance or scores achieved in the entrance test will be made with relation to offering places in the line with the oversubscription criteria.

1. Baptised Catholic children (see Note 3 below) who are looked after or previously looked after (See Note 1 below)
2. Baptised Catholic children (see Note 3 below) who have will have a brother or sister attending St Joseph's College in September 2020 (see Note 6 below)
3. Baptised Catholic children (see Note 3 below) of a member of staff of the school at the time of application (see Note 8)
4. Other Baptised Catholic children (see Note 3 below) limited to 125 to include categories 1, 2 and 3 above
5. Non-Catholic children who are looked after or previously looked after (See Note 1 below)
6. Christian children (see Note 5 below) who will have a brother or sister attending St Joseph's College in September 2020 (See Note 6 below)
7. Christian children (see Note 5 below) of a member of staff of the academy at the time of application (see Note 8)

8. Other Christian children (See Note 5 below) limited to 18 which includes other Christians at categories 5, 6 and 7 above
9. Non-Christian children who will have a brother or sister attending St Joseph's College in September 2020 (See Note 6 below)
10. Non-Christian children of a member of staff of the academy at the time of application (see Note 8)
11. Other non-Christian children or of no faith which includes categories 5, 9 and 10 above

Over-subscription

If there is over-subscription within categories 1 – 4, the Governing Body will give priority to children whose SIF is accompanied by a Certificate of Practice (see note 4 below). Diocesan Education Service's website at www.bdes.org.uk/admissions.html

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests bdes.org.uk/admissions

If there is oversubscription in categories 5 – 11 the Governing Body will give priority to children whose SIF is accompanied by the Religious Practice Form and or a supporting statement from their religious minister evidencing their practice of faith. (See note 5 below).

Where children tie for the final places to be offered within a category, the Governing Body will give priority to children living closest to the college, determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system (See Note 7).

In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and college is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the legal limit to be exceeded, the local authority will use a computerised system to randomly select the child to be offered the final place. As an exception, the Governing Body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places

Note 1

A “looked after child” has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A “previously looked after child” is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 2

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants.

Note 3

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of Baptised Catholic see the Appendix. Those who face difficulties in producing written evidence of Baptism/Reception should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) for Catholics **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child’s chance of being offered a place at St Joseph’s College.

Note 4

The evidence for assessing practice of faith will be gathered from the Supplementary Information Form (SIF), supported by a Certificate of Practice completed by the priest.

A child and a parent or guardian who are or who have gone through the process of Rite of Christian Initiation for Children (RCIC) or Rite of Christian Initiation for Adults (RCIA), and have been accepted into the Catholic Church on or before the date of 31st October 2019 will be treated as Catholic. Supportive documentary evidence needs to be received from the Parish Priest to confirm this.

Note 5

For a child to be considered as Christian, they will need to provide evidence that they have been baptised by a church officially recognised by the Catholic Church. Evidence of this baptism will be required. Those who face difficulties in producing written evidence of Christian baptism should contact their minister.

Parents making an application for a Christian or a non-Christian child should also complete a Supplementary Information Form (SIF) for Non-Catholics **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect your child’s chance of being offered a place at St Joseph’s College.

Note 6

For an applicant to be given priority as a brother or sister, the brother or sister already attending St Joseph’s College needs to be in Years 7 to 11 in September 2020 or, if in Years 12 or 13, have attended the school since at least the start of the academic year beginning September 2017. The children must be living permanently in the same household.

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents’ marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

Note 7

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child’s only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name the address where Child Benefit is registered, to be used for the purpose of allocating a place

Note 8

This criteria will be applied in the case of a member of staff who has either:

- a) 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
- b) Been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Applications for children to be admitted into a class outside of their normal age group

If parent(s) and guardians wish for their child to be considered for admission to a class outside of their normal age group, they must make an application for the normal age group in the first instance. Parent(s) and guardians must then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider requests submitted and advise the parent(s) and guardians of the outcome of that request before the national offer day, having taken into account the information provided by the parent(s) and guardians, the child's best interests and the views of the Headteacher. If parent(s) or guardians are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at:

<https://www.gov.uk/government/publications/summer-born-children-school-admission>

Appeals

Parent(s) or guardians who wish to appeal against the decision of the Governing Body to refuse their child a place in the academy may apply in writing to the Governing Body at the Academy address. Appeals will be heard by an independent panel.

Repeat applications

Any parent or guardian can apply for a place for their child at any time outside the admissions round. Parent(s) and guardians do not have the right to a second appeal in respect of the same academy for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent(s) or guardians, child or academy but still refused admission.

Late applications

Applications to sit the entrance test received between 21st September 2019 and 25th October 2019 will be accepted, subject to arrangements being made for the pupil to sit the test on an alternative date and achieving the required mark of 105 or more.

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process.

You are encouraged to ensure that your application is received on time.

Applications other than the normal intake to y7 (in-year applications)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting Mrs Fiona Uschmann on 01782 848008 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above) provided they have sat and passed the entrance test.

Parents will be advised of the outcome of their application in writing and, where the Governing Body's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.



Waiting lists

Waiting lists for admission will remain open until the end of December 2020 and will then be transferred to an in year waiting list which will be held until the end of the academic year. The waiting list will be kept by the Governing Body in admission criteria order. This means that a child's position on the waiting list could go up or down. Inclusion of a child's name on the waiting list does not mean that a place will eventually become available.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

In year fair access policy

Refer to the agreed policy with the LA for admission of previously excluded or hard to place children. There is no charge or cost related to the admission of a child to this College.

Appendix

Definition of a "Baptised Catholic"

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome (i.e. Latin Rite, Byzantine Rite, Coptic, Syriac, etc, Cf. Catechism of the Catholic Church, 1203). Written evidence* of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church.

Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing Bodies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception. Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)



**St Joseph's College Supplementary Information Form (SIF)
To be completed by Catholics**

Child's Surname:

Child's First Name(s):

Address:

.....
.....

..... Post Code:.....

Contact number:

1. Name(s) of brothers or sisters who are currently attending St Joseph's College either in Years 7 to 11 and who will still be attending in September 2019 or who will be in Years 12 or 13 and have attended St Joseph's College since at least the start of the Academic year beginning September 2015.

.....
.....
.....
.....

2. Details of Child's Catholic Baptism or Reception into the Catholic Church

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?
(please state Yes* or No)

Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?
(please state Yes or No*)

Is the Certificate of Practice attached?
(please state Yes or No))

*A Certificate of Catholic Baptism or Reception and or a Certificate of Practice into the Catholic Church is required in order for the Governing Body to give the correct priority to an application. Failure to provide evidence of Catholic Baptism or Reception and or Certificate of Practice in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Governing Body to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to Fiona Uschmann at St Joseph's College, London Road, Trent Vale, Stoke on Trent, ST4 5NT by 1 November 2019.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete and return by 31st October 2019 the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for the purposes of fulfilling the school's statutory and operational needs in relation to the school's admissions

**St Joseph's College Supplementary Information Form (SIF)
To be completed by non-Catholics**

Child's Surname:

Child's First Name(s):

Address:

.....

.....

..... Post Code:.....

Contact number:

3. Name(s) of brothers or sisters who are currently attending St Joseph's College either in Years 7 to 11 and who will still be attending in September 2019 or who will be in Years 12 or 13 and have attended St Joseph's College since at least the start of the Academic year beginning September 2016.

.....

.....

.....

4. Details of Child's Christian Baptism or other faith

Has your child been Baptised into a Christian faith? (please state Yes* or No)

Name and date of parish or place where Baptism was celebrated:

.....

Is the certificate of Baptism attached?(please state Yes or No*)

If not Christian, please state which faith you practice

Is the Religious Practice Form attached?(please state Yes or No*)

*A Certificate of Baptism and or the Religious Practice Form is required in order for the Governing Body to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception and or Certificate of Practice in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Information Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Governing Body to rank applicants using the published oversubscription criteria: **This Supplementary Information Form must be returned directly to Fiona Uschmann at St Joseph's College, London Road, Trent Vale, Stoke on Trent, ST4 5NT by 2 November 2018.**

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete and return by 31st October 2019 the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

All information provided will be treated in confidence, in accordance with the Data Protection Act 1998 and used for the purposes of fulfilling the school's statutory and operational needs in relation to the school's admissions

2020/21 Admission Arrangements for entry into The Sixth Form

St Joseph's College is a co-educational selective Catholic School for boys and girls between the ages of 11 and 18. The college is an academy school, part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice.

The Sixth Form Admission Policy of the Governing Body of St Joseph's College is as follows: The ethos of this academy is Catholic. The academy was founded by the Catholic Church to provide education for children of Catholic families. The academy is conducted by its Governing Body as part of the Catholic Church in accordance with the Christian Brothers as Trustees and seeks at all times to be a witness to Jesus Christ. We ask all students, parent(s) and guardians applying for a place here to respect this ethos and its importance to the academy community. This does not affect the right of students, parent(s) and guardians who are not of the faith of this academy to apply for and be considered for a place here.

The Academy's capacity for each year group in the sixth form for the academic year 2020/21 is 200. The minimum number of students admitted who have not previously attended St Joseph's College is 55.

The number of students who have applied for each course will be taken into account. Additional pupils may be admitted over the external admission number of 55 if the applicants chosen courses are not full.

Applicants must gain at least 3 x 5s and 3 x 4s including a minimum of a 4 in English Language and Maths

If a student wishes to take a subject that was available at GCSE but has not been studied at GCSE, then acceptance onto the course must be agreed with the subject leader.

Different course options will be available to students depending upon their GCSE results. This will be explored and the pre-examination and post-examination course discussion meetings. A full list of the specific entrance arrangements for each subject is overleaf.

St Joseph's College has no designated catchment area and the governing body considers applications regardless of which local authority area a pupil lives in.

Oversubscription Criteria

If the number of applications received exceeds the admission number of 55, the Governing Body will then give priority to applications in accordance with the criteria listed below:

1. Students who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children 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).
2. Students currently attending other schools

Where there is oversubscription within a category, the Governing Body will give priority to students living closest to the college, determined by shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the applicant's home address and the front gate of the academy. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address within this system.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence. Documentary evidence may be required.

Where care is split equally between mother and father, parents must name which address is to be used for the purpose of allocating a place. In a very small number of cases it may not be able to decide between the applicants of those pupils who are qualifiers for a place, when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and college is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both or all of the children would cause the admission number to be exceeded, the local authority will use a computerised system to randomly select the student to be offered the final place. As an exception, the Governing Body will give careful consideration to offering places above the Admission Number to applications from children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

There is no charge or cost related to the admission of a child to this College.

Sixth Form Subject A Level Entry Criteria for September 2020

Subject	Entry criteria
Art	5 in GCSE Art (if studied at GCSE). 5 in GCSE Textiles, Graphic Products or RM (if Art not studied at GCSE)
Biology	2 x 6 in GCSE Science plus 5 in GCSE Maths or 6 in GCSE Biology and 5 in GCSE Mathematics
Business Studies	5 in GCSE Business Studies (if studied at GCSE). 6 in GCSE English Language (if Business Studies is not studied at GCSE).
Chemistry	2 x 6 in GCSE Science plus 5 in GCSE Maths or 6 in GCSE Chemistry and 5 in GCSE Mathematics
Computing	5 in GCSE Maths
D.T. Food *	C in GCSE D.T. Food
D.T. Product Design	C in GCSE DT Product Design, Textiles, or Graphics (if studied at GCSE). 5 in Art (if D.T. not studied at GCSE)
D.T. Textiles	C in GCSE D.T. Product Design, Textiles, or Graphics. 5 in GCSE Art or an acceptable portfolio of work (if D.T. not studied at GCSE)
Economics	5 in GCSE Mathematics and 5 in GCSE English Language
English Lang. and Lit.	6 in GCSE English Language and 5 in GCSE English Literature
English Literature	5 in GCSE English Language and 5 in GCSE English Literature
MFL (French & Spanish)	5 in Higher Paper GCSE of language chosen
Geography	5 in GCSE Geography (if studied at GCSE). 5 in GCSE English Language (if Geography not studied at GCSE)
Government and Politics	5 in GCSE English Language
History	5 in GCSE History (if studied at GCSE) and 5 in GCSE English Language or Literature. 5 in English Language (if History not studied at GCSE)
Mathematics	6 in GCSE Mathematics
Further Mathematics	7 in GCSE Mathematics
Music	5 in GCSE Music or Distinction in Performing Arts (Music)/BTEC / RSL level 2 (music based) and 5 in GCSE English Language.
Performing Arts (Music) *	5 in GCSE Music or 5 in GCSE Performing Arts (music) or Distinction in Performing Arts (music) / BTEC / RSL level 2 (music based).
Physics	2 x 5 in GCSE Science plus 6 in GCSE Maths or 5 in GCSE Physics and 6 in Mathematics.
Physical Education	5 in GCSE Physical Education and 2 x 5 in GCSE Science
Psychology	5 in GCSE English Language and 5 in GCSE Maths
Religious Studies	5 in GCSE Religious Studies (if studied at GCSE) and 5 in GCSE English Language or Literature. 5 in English Language (if RS not studied at GCSE)
Sociology	5 in GCSE English Language
Theatre Studies	5 in GCSE Drama or Theatre Studies (if studied at GCSE). 5 in GCSE English Language (if Drama or Theatre Studies not studied at GCSE) plus evidence of acting experience (or short audition if no acting experience)

General entry criteria: 3 x 5s and 3 x 4s including a minimum of a 4 in English Language and Maths.

* Level 3 Course.

St Margaret Ward Catholic Academy

Little Chell Lane, Tunstall,
Stoke-On-Trent ST6 6LZ
Tel: 01782 883000
www.stmargaretward.co.uk
Headteacher: Mr Dominic McKenna
Type: Academy

The academy admits students between the ages of 11-18

Admissions Criteria 2020/21

St Margaret Ward Catholic Academy is part of the Newman Catholic Collegiate. The admissions authority for the school is the Board of Directors of the Newman Catholic Collegiate who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the administration of the admissions process to the Academy Committee of St Margaret Ward Catholic Academy.

The admissions process for St Margaret Ward Catholic Academy is part of the Stoke-on-Trent Local Authority co-ordinated admissions scheme. To apply for a place at St Margaret Ward Catholic Academy in the normal admissions round (excluding admission to Year 12), an application must be made using the school admission application process of the local authority in which you live naming St Margaret Ward Catholic Academy on the application form. Applications need to be made by 31st October 2019. **A Supplementary Information Form (SIF) must also be completed and returned directly to the school by the same date** (see Note 2 and Note 8).

All applications which are submitted on time will be considered at the same time, after the closing date. You will be advised of the outcome of your application on 1st March 2020, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors has set its admission number at 210 pupils to be admitted to Year 7 in the school year which begins in September 2020. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending St Margaret Ward Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below)

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at birminghamdiocese.org.uk/parish-map and will be applied to the admission arrangements for the academic year 2020/2021.

A map of the parish boundary is available at the school and parish or by post on request.

Oversubscription Criteria for Years 7 to 11

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) currently attending a named feeder school in the Newman Catholic Collegiate (see Note 5 below)
3. Other Baptised Catholic children (see Note 2 below) who have a brother or sister (see Note 4 below) attending another school in the Newman Catholic Collegiate (see Note 5 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
6. Non-Catholic children (see Note 2 below) currently attending a named feeder school in the Newman Catholic Collegiate (see Note 5 below)
7. Non-Catholic children who have a brother or sister (see Note 4 below) attending a school in the Newman Catholic Collegiate (see Note 5 below)

8. Non-Catholic children who have an aptitude for the arts (see note 7 below).
9. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 8 below).
10. Non-Catholic children of staff employed at St Margaret Ward Catholic Academy who have been employed for a minimum of two years at the time of application or have been employed for less than two years but were recruited to fill a vacant post for which there is a demonstrable skills shortage.
11. Other Non-Catholic children.

Note 1.

Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

Note 2.

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3.

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 4.

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent

- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children
- The children must be living permanently in the same household

The children must be living permanently in the same household

Note 5.

The named feeder schools for St Margaret Ward Catholic Academy in the Newman Catholic Collegiate are:

- Our Lady of Grace Catholic Academy, Biddulph
- St John the Evangelist Catholic Academy, Kidsgrave
- St Joseph's Catholic Academy, Goldenhill
- St George and St Martin's Catholic Academy, Birches Head
- St Wilfred's Catholic Academy, Tunstall
- St Mary's Catholic Academy, Norton
- St Peter's Catholic Academy, Cobridge
- Our Lady and St benedict's Catholic Academy, Abbey Hulton
- (Shared with St Thomas More Catholic Academy)

Note 6.

Distances are calculated on the basis of a straight line measurement from the child's home address point to the front gate of the school. The home address point is used to determine the parish in which the property lies. The local authority uses a computerised system, which measures all distances in miles. Ordnance Survey supply the co-ordinates that are used to plot an applicant's home address.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

If parents have shared responsibilities and a child lives with each for part of the week the home address will be the one at which the child is resident for the greatest part of the school week. Where this is equally shared, the home address will be the one used when applying for child benefit.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Note 7.

Up to 21 places (10% of the academy's admission number) will be allocated to pupils who have an aptitude for the arts (i.e. dance or drama or music or visual arts). Where a pupil seeks admission to the academy on the basis of their aptitude in the arts, applicants will be invited to the academy for an audition. The audition will comprise of aptitude tests in the pupil's chosen discipline i.e. dance or drama or music or visual arts. During the audition a pupil will demonstrate a particular capacity to learn or demonstrate a particular capacity to develop skills in dance or drama or music or visual arts and the capacity to benefit from the particular expertise and facilities at St Margaret Ward Catholic Academy.

Under no circumstances are pupils to bring with them a portfolio of evidence showing prior learning or experience in the chosen discipline as the purpose of the audition is to assess for aptitude, not ability.

Further details regarding the aptitude for the arts auditions are explained on our Arts Supplementary information form that should be completed and returned to the academy no later than 25th October 2019. Please note that forms are available upon request from the academy.

Note 8

Definition of children of other Christian denominations

"Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Churches Together in England (www.cte.org.uk) Churches Together in Britain and Ireland (<https://ctbi.org.uk>) Proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

Parents making an application should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school.** If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before

national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2021, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2021 when applications open in the autumn term of 2020. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors has offered a place in the normal age group instead.

Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that late applications will be considered alongside those received by the closing date only in the event of one of the following:

1. The family moved into the area after the deadline for the receipt of applications;
2. Exceptional circumstances, stated in writing with evidence, prevented the form from arriving on time;
3. An error on the part of the school
4. The application is received before Own Admission Authority schools have ranked their application.

Such considerations will be the exception rather than the rule. Otherwise late applications will be considered at the end of the allocation process. You are encouraged to ensure that your application is received on time.

Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Margaret Ward Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places. Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

In year fair access protocol

The Board of Directors of St Margaret Ward Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under the locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

Applications other than the normal intake to year 7 (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting St Margaret Ward Catholic Academy and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

Admission to the Sixth Form

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 10, if fewer than 90 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

Applications for the Sixth Form should be made directly to the school using the application form available from Mrs P Rhodes (Head of Sixth Form). Completed application forms must be returned to the school.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the sixth form. These are:

Admissions – A level Courses

- Equivalent to five or more grade 4 passes in GCSE subjects, including both English and Maths. This is a grade 4 in Maths and English plus 3 other GCSEs at grade 4 or above;
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See trinity6.com);
- In some circumstances if an appeal is made by a student who has not achieved a grade 4 in either maths or English, subject to an agreement to resit that subject, they may be accepted into Trinity Sixth Form. We will not accept students who have achieved a GCSE grade 3 in both English and Maths;

Admissions – Level 3 BTEC Courses

- Equivalent to 5 Level 2 Standard Pass or above (grade 4 at GCSE or Level 2 Pass in Technical Qualifications) including English and Maths.
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See trinity6.com);
- In some circumstances if an appeal is made by a student who has not achieved a grade 4 in either maths or English subject to an agreement to resit that subject they may be accepted into Trinity Sixth Form. We will not accept students who have achieved a GCSE grade 3 in both English and Maths;

GCSE Maths and English

- Students will be required to retake Mathematics or English GCSE qualifications if they have not been achieved at GCSE Grade 4 or above. Students will need to have achieved a grade 3 to access the resit GCSE Mathematics and English courses;

In addition, Trinity Sixth Form has a policy of ensuring that independent careers advice and guidance is available for students.

Applications will be handled in the order submitted.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, ie where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending St Margaret Ward Catholic Academy at

the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Oversubscription Criteria for Sixth Form

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

Admission to the Trinity Sixth Form in Year 12 will be in the following order of priority:

1. Students who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children 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).
2. Students in Year 11 currently at St Thomas More Catholic Academy and St John Fisher Catholic College
3. Students in Year 11 from schools in the UK but not a partner school, who meet the entry criteria;
4. Students from outside of the three partner schools looking to re-sit courses and eligible for funding from the Educational and Skills Funding Agency (ESFA);
5. Overseas students with valid permission/visa status to study in the UK and eligible for funding. These are referred to as personal entry criteria;

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at St Margaret Ward Catholic Academy and external applicants.

We accept both traditional paper applications and also online applications through the UCAS Progress website.

Appeals

- Any student refused the offer of a place in the Trinity Sixth Form at St Margaret Ward or a place on a chosen course has the right of appeal;
- In the first instance, this appeal is to the Principal at St Margaret Ward;
- Parents who wish to appeal against the decision of the Principal of St Margaret Ward to refuse their child a place in the Sixth Form may apply in writing to the Board of Directors/Chair of Governors to. Appeals will be heard by an independent panel.

- Any decision made is binding across the three academies in the partnership;

Appeals for Sixth Form – appeals may be made by the student and/or the parent/carer

Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	20 school days from the date of notification that the application was unsuccessful
Where the offer of a place would have been conditional upon exam results - Appeals will be heard	Within 30 school days of confirmation of those results
Where the offer of a place would not have been conditional upon exam results - Appeals will be heard	Within 40 school days of deadline for appeals
Notice of appeal hearing	10 school days' notice of the appeal hearing
Deadline for governing body to submit evidence for the appeal	10 school days before the appeal hearing
Deadline for sending appeal papers to all parties	10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal
Late applications for appeals will be heard by	At the same time as previously scheduled appeals or within 30 school days of appeal being lodged
Decision letters sent to appellant	Normally within five school days

Special consideration

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.

False Information

Where the academy has made the offer of a place in the Trinity Sixth Form on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.

Late Applications

We will accept applications after the submission date on the basis that:

1. These applications will be dealt with after those submitted by the advertised date.
2. Some courses may well be full.
3. We may have made alterations to the option blocks to accommodate the subject choices for the majority of applicants. Trinity Sixth Form reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
4. Some courses may have to be removed from the offer, e.g. if insufficient students wish to access a course. Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested.

Late applications will be considered up to the end of the third full week of the Autumn Term in Year 12.

Option blocks are locked in place in the final term of the previous academic year meaning that all options may no longer be freely available to choose. Any offers or conditional offers may be subject to the size or projected size of classes. This could affect students wishing to transfer from other providers.

Exceptions will be made for students moving into the North Staffordshire area from other areas of the UK or from other countries. However, these cases will be dependent on the availability of places in chosen subjects, meeting the published entry requirements – academic and personal - and how much of the course has been missed which could impact on the likelihood of the student making progress and achieving well.

Oversubscription Criteria for Trinity Sixth Form

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

If there are two or more students who apply at the same time, we will use the following methods:

1. By GCSE grade in the particular oversubscribed subjects,
2. By average GCSE points score.

N.B. All of the above refers to GCSE only, not equivalences such as BTEC.



Timetable for Admission

1. Students complete application in Autumn Term of Year 11;
2. Applications processed from December of Year 11;
3. Following the submission of application forms students will be invited for a course discussion;
4. School makes a conditional offer and this is communicated to parents during the spring term of Year 11. Applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed during the course discussion. The offer will be subject to meeting the entry criteria for the course;
5. Option blocks are fixed based on applications;
6. Students will be required to enrol on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where we have received prior notification in writing;
7. GCSE results published August 2020;
8. Admission confirmed or refused August 2020;
9. Appeals September 2020

To ensure that the quality of provision for the students is maintained, the directors of each partner academy have jointly adopted this admissions policy.

Appendix 1

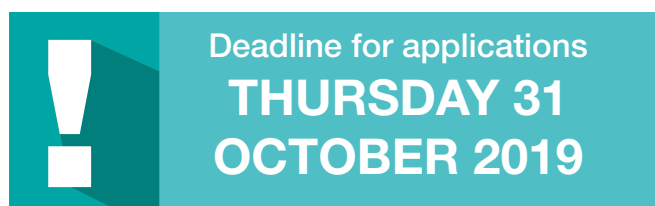
Definition of a “baptised catholic”

A “Baptised Catholic” is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).



Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of “Baptised Catholics”.

A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)



Catholic Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed in the school's published admission policy. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

..... Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to:
St Margaret Ward Catholic Academy,
Little Chell Lane, Tunstall,
Stoke-on-Trent, ST6 6LZ
by 31st October 2019.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

Other Christian denominations Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Wherever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements. Subsequently, wherever there are more applications than places available, priority will be given to Children of other Christian denominations whose membership is evidenced by a minister of religion in accordance with the oversubscription criteria 8.

Therefore proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in. This does not affect the right of an application who is not Catholic or of any other Christian denomination to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

..... Post code

Contact Number

Please tick the appropriate box:

Is the above named child a member of a Christian denomination other than Catholic?	Yes*	No
Is proof of this membership attached?	Yes	No*

* Proof of membership to other Christian denominations will be requested. This may be in the form of a letter, Christening/Baptismal certificate from the Religious Leader in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria:

This Supplementary Information Form must be returned directly to:
 St Margaret Ward Catholic Academy,
 Little Chell Lane, Tunstall,
 Stoke-on-Trent, ST6 6LZ
 by 31st October 2019.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

St Peter's Academy

Fenton Manor, Fenton,
Stoke-on-Trent ST4 2RR
Tel: 01782 882500
www.spa.woodard.co.uk
Principal: Mr Michael Astley
Type: Academy

The academy admits students between the ages of 11-16

Statement

St Peter's Academy welcomes children from all backgrounds, faiths and no faith. The Sponsors of the academy are committed to developing an inclusive school that reflects the diversity of the whole community in Stoke-on-Trent.

Academy Ethos Statement

St Peter's Academy is an inclusive academy that serves the whole community of Stoke-on-Trent. The academy has a distinctive character and ethos, which reflect the teachings of Jesus Christ and Christian values. We ask all parents applying for a place here for their children to respect this ethos and its importance to the academy community. We hope that all students who come to St Peter's Academy will be able to participate (as appropriate) in the religious life of the academy (including collective worship and religious education). This does not affect the right of parents to withdraw their children from collective worship and religious education and for those who are not Christians to apply for a place. Indeed, through our commitment to inclusivity, we actively welcome families from other faiths and no faith.

St Peter's Academy admits **210** students to Year 7 each September. Out of the 210 places, the Academy Council intends to allocate up to 120 'Foundation Places' (for practicing Christians) and 90 'Open Places'.

Foundation Places

The Academy Council has designated up to 120 places to be offered to pupils whose families are faithful and regular worshippers (see Note 1) in a Church of England Parish Church or other place of worship or other Christian Church affiliated to Churches Together in Britain and Ireland (CTBI) and/or the Evangelical Alliance. Written evidence of applicants' commitment to their place of worship (in the form of the St Peter's Academy Supplementary Information Form, Appendix B) will be required at the time of application. If there are more than 120 applicants, places will be allocated according to the following criteria.

These are stated in order of priority:

1. children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children 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), who are of Christian faith
2. children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4)
3. (children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church and who have attended one of the designated Church of England primary schools (see Appendix A)
4. children whose families are faithful and regular worshippers in a Church of England Parish Church or other place of worship or other Christian Church
5. children who will have a sibling in the academy at the time of application and at the time of admission (see Note 2)
6. the nearness of the home to the academy, measured in a straight line from the child's home address point to the main front gate entrance for students of the academy (see Note 3).

In the event that two or more applicants have equal right to a place under criteria (ii) – (vi) above, the Academy Council will apply the subsequent criteria, in order of priority, to these applicants.

If there are fewer than 120 qualified applicants for Foundation places, any unfilled places will become additional Open places. All applicants for Foundation places will also be considered for Open places, and if they are successful in gaining a Foundation place, their name will be removed from the list of Open candidates.

Open Places

If there are more applicants than the available number of Open places (90), places will be allocated according to the following criteria. These are stated in order of priority:

1. children who are in the care of a local authority (looked after children) or provided with accommodation by them (Section 22 of the Children Act 1989) and children 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)
2. children with known medical or social or pastoral needs who have an exceptional need for a place at St Peter's Academy (see Note 4)

3. children who will have a sibling in the academy at the time of application and at the time of admission (see Note 2)
4. the nearness of the home to the academy, measured in a straight line from the child's home address point to the main front gate entrance for students of the academy (see Note 3).

In the event that two or more applicants have equal right to a place under criteria (ii)-(iv) above, the Academy Council will use the distance criterion (iv) as a tie-break.

In Year Admissions

Admissions for all year groups will be dealt with in accordance with this policy. Applications should be made direct to the Academy on the Stoke on Trent Council's Transfer Request Form. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

Note 1

Applications on faith grounds

"Faithful and regular worshipper" is defined as worshipping at least twice a month for two years prior to application.

Parents applying for a place on faith grounds must complete the Supplementary Information Form (which can be obtained from the academy office. Telephone: 01782 882500, email: kansell@spa.woodard.co.uk). Please return this form direct to Mrs Ansell-Rimmer, at St Peter's Academy, Fenton Manor, Fenton, Stoke-on-Trent, ST4 2RR, signed by an appropriate faith leader.

In the context of faith-based applications, "family" includes parents (or carers), siblings and in some circumstances includes grandparents. It does not include other members of the extended family.

Children in public care (looked after children) who apply for a Foundation or Academy Council Place will have absolute priority within these categories and (because they often move from place to place) will not be required to meet the criterion of being a "faithful and regular worshipper".

Note 2. Siblings

"Sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling.

Note 3. Distance

Distance will be measured using a straight line using the Local Authority's computerised measuring system. Proof of residence may be required. The offer of a place may be withdrawn if proof of residency is not met.

Note 4. Medical or social or pastoral needs

Any application based on medical or social or pastoral needs must be supported by (an) appropriate professional reference(s), e.g. doctor, social worker, educational psychologist, priest or faith leader. Applicants should be able to demonstrate why St Peter's Academy is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Note 5. Waiting Lists

Waiting lists will be held where in any year the academy receives more applications for places than there are places available. Waiting lists will be held for both admission categories (Foundation and Open places). The waiting list will operate until the end of the academy year.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Priority will be given first to Foundation place applicants, then to Open place applicants (except that any children in public care will always be given absolute priority for a place).

Note 6. Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, Mrs Ansell-Rimmer (kansell@spa.woodard.co.uk). Contact with the academy must be made at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and Principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission

into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

Note 7. Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should write to the Clerk to the Admissions Appeals Committee, c/o St Peter's Academy, Fenton Manor, Fenton, Stoke-on-Trent, ST4 2RR, within 14 days of the date of the letter confirming the decision not to offer a place. Should some appeals be unsuccessful, the Academy Council will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Note 8. Multiple-birth applications

Where parent(s)/carer(s) are seeking to place twins, triplets etc., they must submit separate applications for each child. When considering twins, triplets or larger number of siblings, which are the product of a multiple birth, where there are insufficient spaces for all siblings, the academy will exceed its admission number so that same family twins, triplets, etc. do not have to attend separate schools.

Note 9. General

Admissions to the academy will be co-ordinated through the Local Authority's Coordinated Scheme and its timetable. Applicants for Foundation places will be required to complete the St Peter's Academy Supplementary Application Form (Appendix B).

This Policy will be reviewed on a regular basis in line with the timetable in the academy admissions annex, the School Admissions Code and statutory requirements.

Appendix A

Designated Church of England Primary Schools relevant for 'Foundation' Places.

1. Stoke-on-Trent

- Belgrave St Bartholomew's Academy,
- Longton Christ Church CE (C) Primary School, Fenton
- Hanley St Luke's CE (A) Primary School, Hanley
- Kingsland CE Academy, Bucknall
- Priory Church Academy, Trentham
- St John's CE (A) Primary School, Trent Vale
- St Mark's CE (A) Primary School, Shelton
- St Mary's CE (A) Primary School, Tunstall
- St Matthew's CE (A) Primary School, Rough Close
- St Nathaniel's Academy, Burslem
- St Paul's CE (C) Primary School, Longton
- Stoke Minster CE (A) Primary School, Boothen

2. Staffordshire

- St Chad's CE (C) Primary School, Chesterton
- St Giles' & St George's CE (C) Primary School, Newcastle
- St John's CE (C) Primary School, Keele
- St Luke's CE (C) Primary School, Silverdale
- St Mary's CE (C) Primary School, Knutton
- St Peter's CE (A) Primary School, Caverswall
- St Saviour's CE (C) Primary School, Talke
- St Thomas CE (A) Primary School, Kidsgrove

Appendix B

Supplementary Information Form - Application for a place on faith grounds

Please use BLOCK Capitals throughout

Full Name of Child:

Date of Birth:

Address:

.....

.....

..... Post Code:.....

Name and Address of Church/Place of Worship attended:

.....

.....

..... Post Code:.....

Denomination/Religion (please tick)

Church of England	<input type="checkbox"/>
Roman Catholic	<input type="checkbox"/>
United Reformed Church	<input type="checkbox"/>
Salvation Army	<input type="checkbox"/>
Society of Friends (Quaker)	<input type="checkbox"/>

Baptist	<input type="checkbox"/>
Methodist	<input type="checkbox"/>
Orthodox	<input type="checkbox"/>
Presbyterian	<input type="checkbox"/>
Protestant	<input type="checkbox"/>

Other Christian (please specify) below:

.....

How long have you/your child worshipped here?

Parents/Carers: Years & Months Child: Years & Months

How many times per month (including weekday services) do you/your child worship?

Parents/Carers: X per Month Child: X per Month

Give details of any involvement in any church / faith activities, e.g. youth work, voluntary work, committees, any office or role, etc. (Providing this information is optional)

If you have moved within the last two years, give details of previous place of worship and length/frequency of attendance

Name of your primary school.

.....

Name of Minister/Faith Leader of your current place of worship and contact details

Declaration

I certify that these details are, to the best of my knowledge, correct.

Signed: Date:

Parent/Carer:

Parent/Carer name (in BLOCK CAPITALS)

Signed Minister/Faith Leader: Date:

This form must be signed by your faith leader and returned to the Academy by 31st October at the latest.

**Please return to:
Admissions Officer
St Peter's Academy
Fenton Manor
Stoke on Trent
ST4 2RR**

St Thomas More Catholic Academy

Longton Hall Road, Longton,
Stoke-on-Trent ST3 2NJ
Tel: 01782 882900
www.stmca.org.uk
Headteacher: Mr Mark Rayner
Type: Academy

The academy admits students between the ages of 11-18

Admission Arrangements 2020/21

St Thomas More Catholic Academy is part of the All Saints Catholic Collegiate. The admissions authority for the school is the Board of Directors of the All Saints Catholic Collegiate who has responsibility for admissions to this school.

The admissions process for St Thomas More Catholic Academy is part of the Birmingham Local Authority co-ordinated admissions scheme. To apply for a place at St Thomas More Catholic Academy in the normal admissions round, an application must be made using the school admission application process of the local authority in which you live naming St Thomas More Catholic Academy on the application form. Applications need to be made by 31st October 2019. A Supplementary Information Form (SIF) **must also be completed and returned directly to the school by the same date** (see Note 2).

All applications which are submitted on time will be considered at the same time, after the closing date.

You will be advised of the outcome of your application on 1st March 2020, or the next working day, by the local authority on behalf of the school.

Please note that throughout this policy, the term parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Board of Directors is the admissions authority and has responsibility for admissions to this school. The Board of Directors has set its admission number at 200 pupils to be admitted to Year 7 in the school year which begins in September 2020. (See Note 1 below)

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 below) attending St Thomas More Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 below).

For the purposes of this policy, parish boundaries are as shown on the Archdiocese of Birmingham parish boundary map which can be accessed at birminghamdiocese.org.uk/boundary-map and will be applied to the admission arrangements for the academic year 2020/2021.

Oversubscription Criteria for Years 7 to 11

1. Baptised Catholic children (see Note 2 below) who are looked after or previously looked after (see Note 3 below)
2. Baptised Catholic children (see Note 2 below) currently attending a named feeder school or academy (see Note 5 below)
3. Baptised Catholic children (see Note 2 below) who live in a feeder school or academy parish area (see Note 5 below)
4. Other Baptised Catholic children (see Note 2 below)
5. Non-Catholic children who are looked after or previously looked after (see Note 3 below)
6. Non-Catholic children of staff currently employed at St Thomas More Catholic Academy (see Note 7 below)
7. Non-Catholic children (see Note 2 below) currently attending a named feeder school or academy (see Note 5 below)

8. Children of other Christian denominations whose membership is evidenced by a minister of religion (see Note 8 below)
9. Other Non-Catholic children.

Note 1

Children with an Education, Health and Care Plan (EHC) that names the academy **MUST** be admitted. This will reduce the number of places available to other applicants. This is not an oversubscription criteria.

Note 2

In all categories, for a child to be considered as Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see the Appendix. Those who face difficulties in producing written evidence of Catholic Baptism or Reception into the Church should contact their Parish Priest.

Parents making an application for a Catholic child should also complete a Supplementary Information Form (SIF) **which should be returned directly to the school**. If you do not provide the information required in the Supplementary Information Form and return it by the closing date, together with all supporting documentation, this is likely to affect the criteria that your child is placed into, which is likely to affect your child's chance of being offered a place at this school.

Note 3

A "looked after child" has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of the local authority or (b) being provided with accommodation by them in the exercise of their social services functions (eg children with foster parents) at the time of making the application to the school. A "previously looked after child" is a child who immediately moved on from that status after becoming subject to an adoption, child arrangement order or special guardianship order.

Note 4

For all applicants the definition of a brother or sister is:

- A brother or sister sharing the same parents
- A half-brother or half-sister, where two children share one common parent
- A step-brother or step-sister, where two children are related by a parents' marriage or where they are unrelated but their parents are living as partners.
- Adopted or fostered children

The children must be living permanently in the same household.

Note 5

The named feeder schools and academies for St Thomas More Academy are:

- St Augustine's Academy, Meir
- St Gregory's Academy, Longton
- St Maria Goretti Academy, Bucknall
- Our Lady's Academy, Fenton
- Our Lady & St Benedict Academy, Abbey Hulton (Shared with St Margaret Ward)
- St Teresa's Catholic Primary School, Trent Vale (Shared with St John Fisher)
- St Thomas Aquinas Catholic Primary School, Stoke (Shared with St John Fisher)

Note 6

Distances are calculated on the basis of a straight-line measurement between the child's home address and the school front gate. The Local Authority uses a computerised system, which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot a child's home address and the address of the school.

In a very small number of cases, where the school is oversubscribed, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place when applying the published admission criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same, for example, blocks of flats. If there is no other way of separating the application according to the admissions criteria and to admit both, or all, of the children would cause the Published Admission Number for the child's year group to be exceeded, the Local Authority, on behalf of the Board of Directors, will use a computerised system to randomly select the child to be offered the final place.

The Board of Directors will, where possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.

A child's home address is considered to be a residential property that is the child's only or main permanent residence and is either:

- Owned by the child's parent(s);
- Leased to or rented by the child's parent(s) under lease or written rental agreement of not less than twelve months duration.

Evidence of ownership or rental agreement may be required, plus proof of permanent residence at the property concerned.

Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, then the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to satisfy the Board of Directors that the child lives at the address put forward by the parents.

If a place in the school is offered on the basis of an address that is subsequently found to be different from a child's normal and permanent home address, then that place is liable to be withdrawn.

Note 7

Reference to staff means full-time or part-time employed in the following roles:

- • Teaching Staff
- • All other staff employed at the Academy or in contract at the Academy who are not teachers

The member of staff must have been employed at St Thomas More Catholic Academy for two or more years at the time of application for admission, or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Note 8

Definition of children of other Christian denominations

“Children of other Christian denominations” means: children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Churches Together in England - www.cte.org.uk
Churches Together in Britain and Ireland - www.ctbi.org.uk

Proof of membership to other Christian denomination will be requested. This may be in the form of a letter from the Cleric in charge or other appropriate evidence. Failure to provide appropriate proof may affect the oversubscription criterion that the child's name is placed in.

Applications for children to be admitted into a class outside of their normal age group

Parents have the right to request, but not insist, that their child be considered for admission to a class outside of their normal age group. This could be the case, for example, if a child is gifted and talented, has experienced problems such as ill health, or is already being educated in a class outside of their normal age group at their current Primary school. Parents who wish for their child to be considered for admission to a class outside of their normal age group must make an application for the normal age group in the first instance. Parents must then submit a formal request to the Board of Directors for the child to be considered for a different age group class instead. This request should be in the form of a written letter of application outlining the reasons why they wish for their child to be considered to be admitted into a class outside of their normal age group and enclosing any supportive evidence and documentation that they wish to be taken into account as part of that request.

The Board of Directors will consider requests submitted for a child to be admitted into a class outside of their normal age group and advise parents of the outcome of that request before national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Head Teacher.

If the request is refused, the original application for the normal age group class will progress through the Local Authority co-ordinated admissions scheme, be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is a current year group in the school, then the application will be considered by the Board of Directors and the parents advised of the outcome.

If the request is agreed and the year group for which the parents have requested a place is for a future year group, ie Year 7 in September 2021, then the original application is withdrawn and the parents must submit a fresh application for Year 7 2021 when applications open in the autumn term of 2020. Please note that parents only have the right to re-apply for a place. Where the Board of Directors agrees to consider an application for Year 7 the following year, that application is considered alongside all other applications received and parents

will be advised of the outcome of that application on national offer day. No place is reserved or held for the child in advance.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE guidance which can be found at: <http://bit.ly/RmM4A2>

Appeals

Parents who wish to appeal against the decision of the Board of Directors to refuse their child a place in the school should make that appeal request in writing to the Chair of the Board of Directors at the school address. Appeals will be heard by an independent panel.

Please note that parents do not have the right to appeal if their request for their children to be admitted to a class outside of their normal year group has been refused, but the Board of Directors have offered a place in the normal age group instead.

Repeat applications

Any parent can apply for a place for their child at any time outside of the normal admissions round. Parents do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the Board of Directors has accepted a second application from the parent because of a significant and material change in the circumstances of the parent, child or school, but have still refused admission.

Late applications

Late applications will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. This states that in exceptional circumstances applications submitted to Birmingham local authority after the final closing date, but before the date that Birmingham local authority forwards the applications to the school to be considered by the Board of Directors, may be considered at the same time as those which were received by the final closing date. Discretion will be used when considering the individual circumstances. For example where:

- There were exception reasons which prevented the parent from applying by the closing date.
- A child and the parent have moved home.
- Where the parent has been contacted regarding the information contained within their application, for example, an incomplete application or potentially misleading information requiring further investigation.

All late applications received after the date that Birmingham local authority forwards the applications to the school to be considered by the Board of

Directors, but before the offer of places, will only be considered after those applications which were received on time have been considered. Such applications may therefore be less likely to be offered a place. All late applications received after the offer of places will be considered. In the event that St Thomas More Catholic Academy is undersubscribed, a place will be offered. Applications made on or after the start of the Autumn Term 2020 will need to be submitted directly to the school and will be treated as an in-year application.

You are encouraged to ensure that your application is received on time.

Change in Preference

Once parents have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the Local Authority to whom the parents submitted the original application. Where a change of preference is submitted for an oversubscribed school, without an exceptional change in circumstances, then the application will be refused.

Waiting lists

In addition to their right to appeal, children who have not been offered a place at St Thomas More Catholic Academy but were offered a school that was ranked as a lower preference on their application form will be added to a waiting list.

The waiting list will be maintained until the last day of the summer term and will then be discarded.

A child's position on a waiting list is not fixed. When a new child joins the waiting list, all applicants on that waiting list will be re-ranked to ensure that the list is always maintained in oversubscription criteria order. This means that a child's position on the waiting list could go up or down during the time that it is on the list. Any late applications accepted will be added to the waiting list in accordance with the oversubscription criteria.

Inclusion on the waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with the Fair Access Protocol take precedence over those on a waiting list.

In year fair access protocol

The Board of Directors of St Thomas More Catholic Academy is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Board of Directors is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The Board of Directors has this power, even when admitting the child would mean exceeding the published admission number subject to the infant class size exceptions.

Applications other than the normal intake to year 7 (in-year admissions)

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are places available. Applications should be made to the school by contacting Mrs S Walker on 01782 882900 and all families approaching the school will be given an application form. Where there are places available but more applications than places, the published oversubscription criteria, as set out for the normal round of admissions, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

Parents will be advised of the outcome of their application in writing and, where the Board of Director's decision is to refuse their child a place, have the right to appeal to an independent appeal panel.

There is no charge or cost related to the admission of a child to this school.

Appendix**Definition of a "baptised catholic"**

A "Baptised Catholic" is one who:

- Has been baptised into full communion (Cf. Catechism of the Catholic Church, 837) with the Catholic Church by the Rites of Baptism of one of the various ritual Churches in communion with the See of Rome. Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place (Cf. Code of Canon Law, 877 & 878).

Or

- Has been validly baptised in a separated ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their baptism and reception into full communion with the Catholic Church

can be obtained by recourse to the Register of Receptions, or in some cases, a sub-section of the Baptismal Registers of the church in which the Rite of Reception took place (Cf. Rite of Christian Initiation, 399).

Written evidence of baptism

The Governing bodies of Catholic schools and Boards of Directors of Catholic Academies will require written evidence in the form of a Certificate of Baptism or Certificate of Reception before applications for school places can be considered for categories of "Baptised Catholics". A Certificate of Baptism or Reception is to include: the full name, date of birth, date of Baptism or Reception, and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of Baptism or Reception.

Those who would have difficulty obtaining written evidence of Catholic Baptism/Reception for a good reason, may still be considered as Baptised Catholics but only after they have been referred to their parish priest who, after consulting the Vicar General, will decide how the question of Baptism/Reception is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

Those who would be considered to have good reason for not obtaining written evidence would include those who cannot contact the place of Baptism/Reception due to persecution or fear, the destruction of the church and the original records, or where Baptism/Reception was administered validly but not in the Parish church where records are kept. Governors and Boards of Directors may request extra supporting evidence when the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (i.e. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.)

Supplementary Information Form

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Board of Directors as part of the Catholic Church in accordance with its Articles of Association and seeks at all times to be a witness to Our Lord Jesus Christ. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education

be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an application who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Child's Surname

Child's First Name(s)

Address

.....

.....

..... Post code

Contact Number

Please tick the appropriate box:

Is the above named child a Baptised Catholic or have they been received into the Catholic Church?	Yes*	No
Is the certificate of Catholic Baptism or Reception into the Catholic Church attached?	Yes	No*

*A Certificate of Catholic Baptism or Reception into the Catholic Church is required in order for the Board of Directors to give the correct priority to an application.

Failure to provide evidence of Catholic Baptism or Reception in the Church may affect the oversubscription criterion that the child's name is placed in.

Please note that as well as completing this Supplementary Application Form, **parents must also complete the Local Authority's Common Application Form** in order for the application to be complete. This Supplementary Information Form is only for school use and is, in conjunction with the Local Authority's Common Application Form, to enable the Board of Directors to rank applicants using the published oversubscription criteria: This Supplementary Information Form must be returned directly to St Thomas More Catholic Academy at Longton Hall Road, Longton, Stoke-on-Trent. ST3 2NJ by 31st October 2019.

Please note that this is NOT the local authority's Common Application Form. As well as completing this Supplementary Application Form and returning it directly to the school, you MUST also complete the local authority's Common Application Form otherwise your application will be deemed incomplete and therefore invalid.

Admissions Policy Trinity Sixth Form at St Thomas More Catholic Academy 2020-2021

Mission Statement

"Succeeding Together"

The Trinity Sixth Form at St Thomas More is dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- Provide the highest standards of teaching and learning;
- Expect students to show commitment to their studies and respect the Christian values of the partners within Trinity Sixth Form;
- Expect all members of Trinity Sixth Form to show respect for the views of others;
- Provide equality of opportunity, with mutual respect and positive encouragement;
- Build and further develop a partnership with parents, schools, parishes and religious communities, higher education and the local community;
- Value staff and support their professional development.

Introduction and context

St Thomas More Catholic Academy (part of All Saints Multi Academy Company) St Margaret Ward Catholic Academy (part of Newman Multi Academy Company), St and St John Fisher Catholic College (part of Christ the King Multi Academy Company) have joined together to create a sixth form partnership under the name of Trinity Sixth Form. Trinity Sixth Form is a 16-19 partnership based in Stoke-on-Trent and Newcastle-under-Lyme. These three local academies with a tradition of previous sixth form experience have joined together to form this partnership. Their shared ethos of care, support and ambition for their students finds expression in the collaboration of the Trinity Sixth Form. The distinctive identity of Trinity is that we seek to provide a school-based ethos with students feeling known and supported while offering a wide range of level 3 courses, similar to what a large sixth form college can offer. We also maintain close links with parents during this time.

All three of the academies are themselves part of multi-academy companies providing a Catholic faith based education from reception year to the end of sixth form. They seek at all times to be a witness to Jesus Christ. This means that we aim to succeed together as Trinity Sixth Form. We achieve this by placing the learning and well-being of each student at the centre of every action we take and every decision we make.

Within a framework of equality and diversity Trinity Sixth Form encourages applications from students regardless of race, belief system and gender and welcomes applications from students with disabilities. For students with disabilities we will endeavour to ensure that the offer we make allows equality of opportunity, including making parents and carers aware of physical provision and subject support. All students who are at a school outside the Trinity partnership are welcome to visit one or more of the Trinity sites with their parents or carers in accompaniment. All students on roll at a partner academy are welcome to visit other Trinity sites both prior to and following application.

Every student applying will indicate the preferred home academy where they will be mainly based. The benefit of the Trinity is that students can travel to other centres to study whichever subjects they wish (subject to entry criteria) or they may choose to stay within the chosen home academy. Free minibuss transport is provided to ensure that students can attend the other centres for the lessons.

Admission to the Sixth Form

The school operates a sixth form for a total of 200 pupils. 100 places overall will be available in Year 12. Whilst the admission number is 10, if fewer than 90 of the school's existing pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 100.

Applications for the Sixth Form should be made directly to the school using the application form available from the school from Mrs E Todd and also online applications through the UCAS Progress website. Completed application forms must be returned to the school.

Both internal and external pupils wishing to enter the sixth form will be expected to have met the same minimum academic entry requirements for the Sixth Form.

Trinity Sixth Form at St Thomas More Catholic Academy Year 12 - Entry requirements

Admissions – A level Courses

- Equivalent to five or more A*-C grade passes in GCSE subjects, including both English and Maths. This is a grade 4 in Maths and English plus 3 other GCSEs at grade C or above;
- Any additional requirements for the specific entry criteria to particular subject/courses are listed in the prospectus. (See Appendix 1);

GCSE Maths and English

- Students will be required to retake Mathematics or English GCSE qualifications if they have not been achieved at GCSE Grade 4 or above. Students will need to have achieved a grade 3 to access the resit GCSE Mathematics and English courses;
- We will not accept students who have achieved a GCSE grade 3 in both English and Maths.

All those seeking admission to the Trinity Sixth Form must achieve the necessary grades for access onto the courses they have chosen. Refer to the subject specific entry requirements Appendix 1.

In addition, Trinity Sixth Form has a policy of ensuring that independent careers advice and guidance is available for students.

Applications will be handled in the order submitted

In addition to the Sixth Form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the opportunity of pursuing any alternative courses for which they do meet the minimum academic requirements. Course requirements are published annually in the school's prospectus and on its website.

When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted or permitted to progress.

When there are more external applicants that satisfy any academic entry requirements priority will be given in accordance with the oversubscription criteria set out below.

Where there is space in Year 13, ie where there are fewer than 100 pupils in the year group, the school will admit additional pupils up to this number using the oversubscription criteria set out below.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. If there is oversubscription within a category, the Board of Directors will give priority firstly to children who will have a brother or sister (see Note 4 above) attending St Thomas More Catholic Academy at the time of admission and then secondly to children living closest to the school determined by the shortest distance (see Note 6 above)

Please note that Children with an Education, Health and Care (EHC) Plan that names the academy **MUST** be admitted. This will reduce the number of places available to applicants. This is not an oversubscription criteria.

Oversubscription Criteria for Sixth Form

1. Students who are in the care of a local authority (looked-after children) or provided with accommodation by them (e.g. children with foster parents) (Section 22 of the Children Act 1989) and children 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).
2. Students in Year 11 currently at St Margaret Ward Catholic Academy and St John Fisher Catholic College
3. Students in Year 11 from schools in the UK but not a partner school, who meet the entry criteria;
4. Students from outside of the three partner schools looking to re-sit courses and eligible for funding from the Educational Funding Authority (EFA);
5. Overseas students with valid permission/visa status to study in the UK and eligible for funding. These are referred to as personal entry criteria;

The entry requirements for admission to the Sixth Form shall be the same for students on roll in Year 11 at St Thomas More the academies and external applicants.

We accept both traditional paper applications and also online applications through the UCAS Progress website.

Appeals

- Any student refused the offer of a place in the Trinity Sixth Form at St Thomas More or a place on a chosen course has the right of appeal;
- In the first instance, this appeal is to the Headteacher at St Thomas More;
- Parents who wish to appeal against the decision of the Headteacher of St Thomas More to refuse their child a place in the Sixth Form may apply in writing to the Board of Directors/Chair of Governors to. Appeals will be heard by an independent panel.
- Any decision made is binding across the three academies in the partnership;

Appeals for Sixth Form – appeals may be made by the student and/or the parent/carer

Deadline for lodging appeals and providing evidence to support the appeal (if appropriate)	20 school days from the date of notification that the application was unsuccessful
Where the offer of a place would have been conditional upon exam results - Appeals will be heard	Within 30 school days of confirmation of those results
Where the offer of a place would not have been conditional upon exam results - Appeals will be heard	Within 40 school days of deadline for appeals
Notice of appeal hearing	10 school days notice of the appeal hearing
Deadline for governing body to submit evidence for the appeal	10 school days before the appeal hearing
Deadline for sending appeal papers to all parties	10 school days before the appeal hearing
Deadline for appellant to submit additional evidence	Five school days before the appeal hearing. Information or evidence not submitted by the deadline might not be considered at the appeal
Late applications for appeals will be heard by	At the same time as previously scheduled appeals or within 30 school days of appeal being lodged
Decision letters sent to appellant	Normally within five school days

Special consideration

A student may be able to claim special consideration if a medical condition exists (supported by a doctor's note) that has significantly influenced GCSE results in comparison to the predicted outcomes. Such cases will be considered on their individual merits.

False Information

Where the academy has made the offer of a place in the Trinity Sixth Form on the basis of a fraudulent or intentionally misleading application, the offer of a place will be withdrawn.

Late Applications

We will accept applications after the submission date on the basis that:

1. These applications will be dealt with after those submitted by the advertised date.

2. Some courses may well be full.
3. We may have made alterations to the option blocks to accommodate the subject choices for the majority of applicants. Trinity Sixth Form reserves the right to alter, substitute or withdraw courses/programmes as appropriate.
4. Some courses may have to be removed from the offer, e.g. if insufficient students wish to access a course. Offers of places on all courses are made subject to availability and the constraints of timetabling all of the various combinations requested.

Late applications will be considered up to the end of the third full week of the Autumn Term in Year 12.

Option blocks are locked in place in the final term of the previous academic year meaning that all options may no longer be freely available to choose. Any offers or conditional offers may be subject to the size or projected size of classes. This could affect students wishing to transfer from other providers.

Exceptions will be made for students moving into the North Staffordshire area from other areas of the UK or from other countries. However, these cases will be dependent on the availability of places in chosen subjects, meeting the published entry requirements – academic and personal – and how much of the course has been missed which could impact on the likelihood of the student making progress and achieving well.

Oversubscription Criteria for Trinity Sixth Form

The circumstances of the Trinity Sixth Form partnership mean that we can be flexible as to our student numbers but the key determining factor will be the size of groups for each course.

If there are two or more students who apply at the same time, we will use the following methods:

1. By GCSE grade in the particular oversubscribed subjects,
2. By average GCSE points score.

N.B. All of the above refers to GCSE only, not equivalences such as BTEC.

Timetable for Admission

1. Students complete application in Autumn Term of Year 11;
2. Applications processed from December of Year 11;
3. Following the submission of application forms students will be invited for a course discussion;

4. School makes a conditional offer and this is communicated to parents during the spring term of Year 11. Applicants will be made an offer of a place in order to study specified courses. These will be the courses agreed during the course discussion. The offer will be subject to meeting the entry criteria for the course;
5. Option blocks are fixed based on applications;
6. Students will be required to enrol on a specified date, following the publication of GCSE results. Failure to attend enrolment will result in the offer of a place being withdrawn, except where we have received prior notification in writing;
7. GCSE results published August 2019;
8. Admission confirmed or refused August 2019;
9. Appeals September 2019

To ensure that the quality of provision for the students is maintained, the directors of each partner academy have jointly adopted this admissions policy.

Appendix 1

Courses and Entry Requirements 2020-21

The general entry requirement for Trinity Sixth Form is five or more A* - C (or equivalent) including grade 4 in English & Maths.

If students have achieved a grade 3 in English or Maths, they can re-sit this qualification alongside a more vocational Level 3 pathway.

AS/A Level Courses

It is recommended that students have a grade 6 (B equivalent) at GCSE in their chosen subject/ closely related subject.

Places are available on A Level courses to these students in the first instance.

Exceptions are:

Maths – Grade 7 at GCSE
Further Maths – Grade 8 at GCSE

BTEC Courses

For our vocational curriculum, students need to have met our general entry requirement and have a passion for their chosen subject. These are equally demanding courses that are assessed in a more modular way



Deadline for applications
**THURSDAY 31
OCTOBER 2019**

The Discovery Academy

Discovery Drive,
Stoke-On-Trent ST2 0GA
Tel: 01782 882100
www.thediscoveryacademy.co.uk
Principal: Mr Rob Kelsall
Type: Academy

The academy admits students between the ages of 11-16

1. Policy Aim

1.1 The Alpha Academies Trust intends that all admissions are given the same, fair treatment and the Trust will act in accordance with, and will ensure that the Members of its Independent Appeal Panel and any Clerks supporting the panel, are trained to act in accordance with all relevant provisions of the Schools Admissions Code and the Schools Admission Appeals Code published by the Department for Education, DFE (“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 Trust.

2. Relationship to Guidelines, Procedures, Other Policies & Legal Requirements

2.1 Notwithstanding the generality of paragraph 1.1, of this Policy, the Trust will take part in the Admissions Forum, set up by Stoke-on-Trent local authority (LA), and have regard to its advice. They will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access (IYFA) protocol.

2.2 Notwithstanding any provision in this policy, the Secretary of State may:

- a) Direct the Trust to admit a named student to an Academy within the Trust on application from a LA. Before doing so the Secretary of State will consult the Trust.
- b) Direct the Trust to admit a named student to an Academy within the Trust if the Trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

2.3 The Trust shall ensure that parents/carers and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of

the Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the DFE as it applies to Foundation and Voluntary Aided schools. The determination of the Independent Appeal Panel is binding on all parties.

2.4 The Trust shall prepare guidance for parents/carers 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 Trust may, if it chooses, enter into an agreement with an 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.

2.5 In paragraphs 2.3 and 2.4 above, ‘relevant children’ means:

- a) In the case of appeals for entry to a sixth form, the child; and
- b) 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.

2.6 Relevant Areas – ‘relevant area for consultation’ means the ‘Relevant Area’ determined by the LA for maintained schools in the area (in accordance with the meaning of ‘Relevant Area’ within the School Admissions Code). If the Trust does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August, two calendar years before the school year in which admissions are to be made, for a determination, setting out the reasons for this view.

The Secretary of State will consider each Academy’s application and will by 30 September in the Determination Year either determine:

- 2.6.1) The area for consultation; or
- 2.6.2) That the meaning within paragraph 2.6 should apply.

The Secretary of State may consult the LA before making such a determination, and:

- 2.6.3) Within 14 days of the Secretary of State’s determination, each Academy will notify the consultees listed in paragraph 3.1 of the determination, and
- 2.6.4) In the event of a paragraph 2.6.1 determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this policy.

3. Policy Statements

Annual Procedures for Determining Admission Arrangements

Consultation

3.1 The Trust shall consult the following parties on each Academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the Determination Year.

- The LA;
- The Admission Forum for the LA;
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation;
- Any other governing body for primary and secondary schools (as far as not falling within the above bullet point) located within the relevant area for consultation;
- Affected admission authorities in neighbouring local authority areas;
- Parents/carers living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are, or will be, eligible to apply to be admitted to an Academy within the Trust;
- Community groups which the Trust considers relevant; and
- Teaching unions if the consultation includes a change in the published admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this policy is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

Alpha Academies Trust Determination of Admission Arrangements

3.2 The Trust will consider comments made by those consulted in accordance with paragraph 3.1, including any requests to amend the proposed admissions number, before determining the admissions arrangements for each Academy.

3.3 The Trust will determine each Academy's admission arrangements annually by 28th February of the Determination Year and notify those consulted in accordance with paragraph 3.1 what has been determined within 14 days of that decision being made. This applies even in years when consultation is not required.

Representations about Admission Arrangements

3.4 Where the Trust has determined each Academy's admission arrangements and notified all relevant consultees listed in paragraph 3.1 if any of those bodies object to an Academy's admission arrangements, including the proposed admissions number, they can make representations to the

Secretary of State. Any representations must be made by 15th May in the Determination Year.

Secretary of State's consent for changes to Admissions Arrangements

3.5 Where the admissions arrangements determined in a Determination Year, in accordance with paragraph 3.5 are different from the admissions arrangements currently in existence for each Academy, the Trust shall, by 15th May in the Determination Year, apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's power to accept, modify or reject admissions arrangements

3.6 Where the Secretary of State has received any representations made in accordance with paragraph 3.6, the Secretary of State must consult the on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Trust amends the proposed admissions arrangements for an Academy within the Trust. The Trust shall comply with any such direction.

3.7 Where the Secretary of State has received an application made in accordance with paragraph 3.7 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Trust must comply with any such direction.

4. Publication of Admission Arrangements

4.1 The Trust shall each Determination Year publish each Academy's agreed admission arrangements by:

- Copies being sent to the offices of the LA;
- Copies being made available, without charge, on request from each Academy; and
- A copy being uploaded to each Academy's website.

4.2 The published admission arrangements will set out:

- The name and address of each Academy and contact details;
- A summary of the admissions policy, including full over-subscription criteria and any arrangements for post-16 admission;
- A statement of any religious affiliation if relevant;
- Numbers of places and applications for those places in the previous year; and
- Arrangements for hearing appeals.

Proposed changes to admission arrangements by each Academy after arrangements have been published

4.3 Subject to paragraph 4.4, once an Academy's admission arrangements have been determined for a particular year and published, the Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- The Trust has consulted those who are required to be consulted under paragraph 3.1 above on the proposed variation;
- Following such consultation, the Trust has applied to the Secretary of State to approve the change setting out:
 - a) the proposed change;
 - b) reasons for wishing to make such change;
 - c) any comments or objections to the proposal from those consulted; and,
- Following such application, the Secretary of State has provided his consent to the proposed variation.

4.4 The Trust shall, following the receipt of written agreement or direction of the Secretary of State, vary each Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

4.5 Any changes to an Academy's admission arrangements brought about through the variation processes in paragraphs 4.3 or 4.4 above must be published within the Academy's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 3.1.

4.6 The Trust must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to an Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

4.7 Where a representation is made in accordance with paragraph 4.6, the Secretary of State may, after consulting the Trust, direct that the Trust modify its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Trust must comply with any such direction

4.8 Records of applications and admissions to an Academy shall be kept by the Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

5. Procedure for admitting students to a secondary (11-16) academy

Admissions number

5.1 The Alpha Academies Trust has the following agreed admissions number:

- For The Discovery Academy for the year 2020/2021 the admission number is **240**.
- For The Excel Academy for the year 2020/2021 the admission number is **210**.

5.2 For admissions to Year 7 in September 2020/2021 the Academy will admit all students offered a place in Year 7 through the local co-ordination of admissions at the Academy site.

5.3 In any specific year, the Trust may set a higher admission number than each Academy's agreed admission number for an applicable year group.

Process of application

5.4 Arrangements for applications for places at each Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.

5.5 The Trust will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the timetable for co-ordination of admissions arrangements within the Stoke-on-Trent LA as agreed by its Admissions Forum, neighbouring LA admissions authorities, and local schools and Academies.

- By 12th September – The Academy will publish, in its prospectus, information about the arrangements for admission, including over-subscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Trust will also provide information in relation to the Academy to the LA for inclusion in the composite prospectus, as required;
- September/October – The Academy will provide opportunities for parents/carers to visit the Academy;
- By 31st October – Secondary Common Application Form will be completed and returned to the student's home LA to administer;
- 1st March – offers will be made to parents/carers.

5.6 There is a national closing date of 31st October for secondary applications and the Academy will ensure its application processes enable parents/carers to apply before these deadlines.

Consideration of applications

5.7 The Trust will consider all applications for places at Academies within the Trust. Where fewer than the published admission number(s) for the relevant year groups are received, the Trust will offer places at each Academy to all those who have applied.

Procedures where an Academy is oversubscribed

5.8 Where the number of applications for admission is greater than the published admission number, the Trust will first accept all students with an Education, Health & Care Plan (EHCP) where the Academy is named on the plan. After the admission of students with an EHCP, the criteria below will be applied for the remaining places for this age group in the order in which they are set out:

- Children who are in the care of a LA (looked-after children) or provided with accommodation by them (section 22 of the Children Act 1989) and children 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).
- Children with compelling medical or exceptional social reasons for attending the Academy (robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant or GP at the time of the application, and must set out why the Academy is the only school/academy that can meet the young person's needs).
- Siblings of students attending the Academy at the time of entry.
- Children of members of staff, where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the academy is made, and or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. (This is in accordance with paragraph 1.39 of the School Admission Code).
- Children on roll in a federated/partner primary academy (see list of schools on school and Trust website).
 - For The Discovery Academy: Maple Court Academy; Eaton Park Academy. In the case of these applications exceeding the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Discovery Drive.

- For The Excel Academy: Sneyd Academy; Hillside Primary; Milton Academy; Holden Lane Primary; Greenways Academy. In the case of these applications exceeding the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Milton Road.
- Children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy.

5.9 Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of academy nights. Academy nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of academy nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

5.10 In the case of applications from twins and other multiple births (or two or more siblings in one year group), they will be treated as individual children, within each over-subscription criteria in paragraph 5.8 above. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Trust will usually admit over the published admission number (PAN) unless it is impossible to accommodate siblings in such a way (e.g. if they were octuplets) when the parents will be asked to make a decision on behalf of the family.

Operation of waiting lists

5.11 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, each academy within the Trust will operate a waiting list for each year group. Where in any year an academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year which will be maintained by each academy.

5.12 Children's position on the waiting list will be determined solely in accordance with the over-subscription criteria set out in paragraph 5.8. Where places become vacant they will be allocated to students on the waiting list, in accordance with the over-subscription criteria.

Arrangements for admitting students to other year groups, including to replace any students who have left an Academy within the Trust.

5.13 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 Trust will consider all such applications and if the year group applied for has a place available, admit the student unless one of the fair access criteria apply. If more applications are received than there are places available, the over-subscription criteria in paragraph 5.8 shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

6. Definitions

6.1 Definition of siblings

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.

6.2 Definition of the distance to the Academy from an intending student's home

- The distance used is the straight-line distance from home to the Academy and is measured electronically by Stoke-on-Trent City Council on behalf of the Trust. It will be measured using Ordnance Survey address point data, which takes a straight-line measurement from the child's home address point to the main entrance gate to the Academy.
 - For The Discovery Academy on Discovery Drive
 - For The Excel Academy on Milton Road
- If two distances are identical (for example where more than one child lives in the same block of apartments) and there is no other way of separating the applications according to the admission criteria, and to admit both or all of the children would cause published admission number to be exceeded, the Trust will draw lots to randomly select the child to be offered the final place(s).

7. Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually and any recommendations for improvement will be made as required.



The Excel Academy Stoke-on-Trent

Milton Road, Sneyd Green,
Stoke-on-Trent ST1 6LG
Tel: 01782 882700
www.excelacademy.info
Principal Mr Darren Bishop
Type: Academy

The academy admits students between the ages of 11-16

1. Policy Aim

1.1 The Alpha Academies Trust intends that all admissions are given the same, fair treatment and the Trust will act in accordance with, and will ensure that the Members of its Independent Appeal Panel and any Clerks supporting the panel, are trained to act in accordance with all relevant provisions of the Schools Admissions Code and the Schools Admission Appeals Code published by the Department for Education, DFE (“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 Trust.

2. Relationship to Guidelines, Procedures, Other Policies & Legal Requirements

2.1 Notwithstanding the generality of paragraph 1.1, of this Policy, the Trust will take part in the Admissions Forum, set up by Stoke-on-Trent local authority (LA), and have regard to its advice. They will participate in the co-ordinated admission arrangements operated by the LA and the local in-year fair access (IYFA) protocol.

2.2 Notwithstanding any provision in this policy, the Secretary of State may:

- a) Direct the Trust to admit a named student to an Academy within the Trust on application from a LA. Before doing so the Secretary of State will consult the Trust.
- b) Direct the Trust to admit a named student to an Academy within the Trust if the Trust has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

2.3 The Trust shall ensure that parents/carers and ‘relevant children’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of the Trust. The arrangements for appeals will comply

with the School Admission Appeals Code published by the DFE as it applies to Foundation and Voluntary Aided schools. The determination of the Independent Appeal Panel is binding on all parties.

2.4 The Trust shall prepare guidance for parents/carers 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 Trust may, if it chooses, enter into an agreement with an 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.

2.5 In paragraphs 2.3 and 2.4 above, ‘relevant children’ means:

- a) In the case of appeals for entry to a sixth form, the child; and
- b) 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.

2.6 Relevant Areas – ‘relevant area for consultation’ means the ‘Relevant Area’ determined by the LA for maintained schools in the area (in accordance with the meaning of ‘Relevant Area’ within the School Admissions Code). If the Trust does not consider this meaning to be appropriate, it must apply to the Secretary of State by 1 August, two calendar years before the school year in which admissions are to be made, for a determination, setting out the reasons for this view.

The Secretary of State will consider each Academy’s application and will by 30 September in the Determination Year either determine:

- 2.6.1) The area for consultation; or
- 2.6.2) That the meaning within paragraph 2.6 should apply.

The Secretary of State may consult the LA before making such a determination, and:

- 2.6.3) Within 14 days of the Secretary of State’s determination, each Academy will notify the consultees listed in paragraph 3.1 of the determination, and
- 2.6.4) In the event of a paragraph 2.6.1 determination, a map of the relevant area (or a list of post-codes) will be attached as an appendix to this policy.



Applications open on
MONDAY 2
SEPTEMBER 2019

3. Policy Statements

Annual Procedures for Determining Admission Arrangements

Consultation

3.1 The Trust shall consult the following parties on each Academy's proposed admission arrangements for a minimum of six weeks between 1 October and 31 January in the Determination Year.

- The LA;
- The Admission Forum for the LA;
- Any other admission authorities for primary and secondary schools located within the relevant area for consultation;
- Any other governing body for primary and secondary schools (as far as not falling within the above bullet point) located within the relevant area for consultation;
- Affected admission authorities in neighbouring local authority areas;
- Parents/carers living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are, or will be, eligible to apply to be admitted to an Academy within the Trust;
- Community groups which the Trust considers relevant; and
- Teaching unions if the consultation includes a change in the published admission number.

Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this policy is section 89 of the School Standards and Framework Act 1998 as amended, and Regulations under that section.

Alpha Academies Trust Determination of Admission Arrangements

3.2 The Trust will consider comments made by those consulted in accordance with paragraph 3.1, including any requests to amend the proposed admissions number, before determining the admissions arrangements for each Academy.

3.3 The Trust will determine each Academy's admission arrangements annually by 28th February of the Determination Year and notify those consulted in accordance with paragraph 3.1 what has been determined within 14 days of that decision being made. This applies even in years when consultation is not required.

Representations about Admission Arrangements

3.4 Where the Trust has determined each Academy's admission arrangements and notified all relevant consultees listed in paragraph 3.1 if any of those bodies object to an Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 15th May in the Determination Year.

Secretary of State's consent for changes to Admissions Arrangements

3.5 Where the admissions arrangements determined in a Determination Year, in accordance with paragraph 3.5 are different from the admissions arrangements currently in existence for each Academy, the Trust shall, by 15th May in the Determination Year, apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's consent for changes to Admissions Arrangements

3.6 Where the Secretary of State has received any representations made in accordance with paragraph 3.6, the Secretary of State must consult the on such representations. Following such consultation, by 31 July in the Determination Year the Secretary of State may direct that the Trust amends the proposed admissions arrangements for an Academy within the Trust. The Trust shall comply with any such direction.

3.7 Where the Secretary of State has received an application made in accordance with paragraph 3.7 to consent to any amended admissions arrangements, the Secretary of State must by 31 July in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Trust must comply with any such direction.

4. Publication of Admission Arrangements

4.1 The Trust shall each Determination Year publish each Academy's agreed admission arrangements by:

- Copies being sent to the offices of the LA;
- Copies being made available, without charge, on request from each Academy; and
- A copy being uploaded to each Academy's website.

4.2 The published admission arrangements will set out:

- The name and address of each Academy and contact details;
- A summary of the admissions policy, including full over-subscription criteria and any arrangements for post-16 admission;



Deadline for applications
**THURSDAY 31
OCTOBER 2019**

- A statement of any religious affiliation if relevant;
- Numbers of places and applications for those places in the previous year; and
- Arrangements for hearing appeals.

Proposed changes to admission arrangements by each Academy after arrangements have been published

4.3 Subject to paragraph 4.4, once an Academy's admission arrangements have been determined for a particular year and published, the Trust will not make any change to such arrangements unless there is a major change of circumstances and the following procedures have been followed:

- The Trust has consulted those who are required to be consulted under paragraph 3.1 above on the proposed variation;
- Following such consultation, the Trust has applied to the Secretary of State to approve the change setting out:
 - a) the proposed change;
 - b) reasons for wishing to make such change;
 - c) any comments or objections to the proposal from those consulted; and,
- Following such application, the Secretary of State has provided his consent to the proposed variation.

4.4 The Trust shall, following the receipt of written agreement or direction of the Secretary of State, vary each Academy's admissions arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time.

4.5 Any changes to an Academy's admission arrangements brought about through the variation processes in paragraphs 4.3 or 4.4 above must be published within the Academy's prospectus and website and be communicated within 7 days to those persons who must be consulted under paragraph 3.1.

4.6 The Trust must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to an Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.

4.7 Where a representation is made in accordance with paragraph 4.6, the Secretary of State may, after consulting the Trust, direct that the Trust modify

its arrangements for the admission of students to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Trust must comply with any such direction.

4.8 Records of applications and admissions to an Academy shall be kept by the Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.

5. Procedure for Admitting Students to a Secondary (11-16) Academy

Admissions number

5.1 The College Academies Trust has the following agreed admissions number:

- For The Discovery Academy for the year 2020/2021 the admission number is **240**.
- For The Excel Academy for the year 2020/2021 the admission number is **210**.

5.2 For admissions to Year 7 in September 2020/2021 the Academy will admit all students offered a place in Year 7 through the local co-ordination of admissions at the Academy site.

5.3 In any specific year, the Trust may set a higher admission number than each Academy's agreed admission number for an applicable year group.

Process of application

5.4 Arrangements for applications for places at each Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Secondary Common Application Form provided and administered by the relevant local authority.

5.5 The Trust will use the following timetable for applications to the Academy each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the timetable for co-ordination of admissions arrangements within the Stoke-on-Trent LA as agreed by its Admissions Forum, neighbouring LA admissions authorities, and local schools and Academies.

- By 12th September – The Academy will publish, in its prospectus, information about the arrangements for admission, including over-subscription criteria, for the following September (e.g. in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Trust will also provide information in relation to the Academy to the LA for inclusion in the composite prospectus, as required;
- September/October – The Academy will provide opportunities for parents/carers to visit the Academy;

- By 31st October – Secondary Common Application Form will be completed and returned to the student’s home LA to administer;
- 1st March – offers will be made to parents/ carers.

5.6 There is a national closing date of 31st October for secondary applications and the Academy will ensure its application processes enable parents/ carers to apply before these deadlines.

Consideration of applications

5.7 The Trust will consider all applications for places at Academies within the Trust. Where fewer than the published admission number(s) for the relevant year groups are received, the Trust will offer places at each Academy to all those who have applied.

Procedures where an Academy is oversubscribed

5.8 Where the number of applications for admission is greater than the published admission number, the Trust will first accept all students with an Education, Health & Care Plan (EHCP) where the Academy is named on the plan. After the admission of students with an EHCP, the criteria below will be applied for the remaining places for this age group in the order in which they are set out:

- Children who are in the care of a LA (looked-after children) or provided with accommodation by them (section 22 of the Children Act 1989) and children 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).
- Children with compelling medical or exceptional social reasons for attending the Academy (robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant or GP at the time of the application, and must set out why the Academy is the only school/academy that can meet the young person’s needs).
- Siblings of students attending the Academy at the time of entry.
- Children of members of staff, where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the academy is made, and or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. (This is in accordance with paragraph 1.39 of the School Admission Code).
- Children on roll in a federated/partner primary academy (see list of schools on school and Trust website).
 - For The Discovery Academy: Maple Court Academy; Eaton Park Academy. In the case of these applications exceeding

the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Discovery Drive.

- For The Excel Academy: Sneyd Academy; Hillside Primary; Milton Academy; Holden Lane Primary; Greenways Academy. In the case of these applications exceeding the published admission number - children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy on Milton Road.
- Children who live nearest to the Academy by straight-line distance measured from home address point to the main entrance gate to the Academy.

5.9 Where a child lives at two different addresses, the ‘home’ address will be determined as the address at which the child resides for the majority of academy nights. Academy nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of academy nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

5.10 In the case of applications from twins and other multiple births (or two or more siblings in one year group), they will be treated as individual children, within each over-subscription criteria in paragraph 5.8 above. Special arrangements will apply if there is space for only one of a set of twins or triplets or other multiple birth. In this circumstance the Trust will usually admit over the published admission number (PAN) unless it is impossible to accommodate siblings in such a way (e.g. if they were octuplets) when the parents will be asked to make a decision on behalf of the family.

Operation of waiting lists

5.11 Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, each academy within the Trust will operate a waiting list for each year group. Where in any year an academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year which will be maintained by each academy.

5.12 Children’s position on the waiting list will be determined solely in accordance with the over-subscription criteria set out in paragraph 5.8. Where places become vacant they will be allocated to students on the waiting list, in accordance with the over-subscription criteria.

Arrangements for admitting students to other year groups, including to replace any students who have left an Academy within the Trust.

5.13 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 Trust will consider all such applications and if the year group applied for has a place available, admit the student unless one of the fair access criteria apply. If more applications are received than there are places available, the over-subscription criteria in paragraph 5.8 shall apply. Parents/carers whose application is turned down shall be entitled to appeal.

6. Definitions

6.1 Definition of siblings

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.

6.2 Definition of the distance to the Academy from an intending student's home

- The distance used is the straight-line distance from home to the Academy and is measured electronically by Stoke-on-Trent City Council on behalf of the Trust. It will be measured using Ordnance Survey address point data, which takes a straight-line measurement from the child's home address point to the main entrance gate to the Academy.
 - For The Discovery Academy on Discovery Drive
 - For The Excel Academy on Milton Road
- If two distances are identical (for example where more than one child lives in the same block of apartments) and there is no other way of separating the applications according to the admission criteria, and to admit both or all of the children would cause published admission number to be exceeded, the Trust will draw lots to randomly select the child to be offered the final place(s).

7. Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed annually and any recommendations for improvement will be made as required.



Applications open on
MONDAY 2
SEPTEMBER 2019



Thistley Hough Academy

Thistley Hough, Penkhull,
Stoke-on-Trent ST4 5JJ
Tel: 01782 883500
www.thistleyhough.stoke.sch.uk
Principal: Ms Jayne Schofield
Type: Academy

The academy currently admits students between the ages of 11-16.

1. Basic principles

1.1. The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be reference to the Local Governing Body of the Academy (The latter is a sub-committee of the Creative Education Trust (CET) Board and is the local presence of the Board with representatives from the school community, the local community and regional businesses and organisations). In particular, the Academy will take part in any Co-ordinated Admissions System operated by the LA.

1.2. Although the Academy is its own Admissions Authority, Stoke on Trent City Council administer the admission process for the academy.

1.3. The Academy will admit children with a Statement of Special Educational Need (SEN) / Education Health and Care Plan (EHCP) where the Academy is named in the Statement/Plan, without reference to oversubscription criteria outlined below, and this will reduce the number of places available.

2. Admission Arrangements – Year 7

2.1 The Academy has an admission number of 210 for year 7. The Academy will admit the admission number of pupils in the relevant age group each year if sufficient applications are received. If there are more applications, the oversubscription procedure will be applied.

2.2. The Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those students who have applied.

2.3 In the event of over-subscription, and following the allocation of places to pupils who have an SEN Statement or EHCP, when there are more applications than places available, places will be offered in accordance with the following order of priority:

1. Children in the care of the local authority and children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
2. Children who have an elder brother or sister at the school at the time of application and who will still be attending at the time of admission.
3. Children of staff employed at the school
 - a. 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
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live nearest to the Academy measured by “as the crow flies” from their normal family home to main gate of the Academy. When dealing with multiple applications from a block of flats to the Academy, a random allocation will be applied. Where a child spends time with both parents/ carers in separate homes and both have parental responsibility, “their normal family home” is where the majority of school nights (Sunday to Thursday) are spent.

2.4. If priorities have to be decided within any of these categories, children will be placed in order of priority using distance from their home to the main entrance of the academy as measured by straight line. Any reasons put forward by parents in support of their preference will also be considered. These reasons should be supported with evidence wherever possible. If the reasons concern the child’s health or social wellbeing, the evidence should be provided by a medical practitioner or other social care professional. If it is considered that the reasons are sufficiently strong, the child will be placed on the school list above those whose position is based upon the distance criterion.

2.5. Once the class is full, a waiting list based on these criteria will be held until the end of December of that academic year.

2.6. Following the offer of a place at the Academy parents/carers will be asked to provide evidence of their child’s identification and main residence should it be subsequently found that the offer was obtained through a fraudulent or intentionally misleading application, the place will be withdrawn. The forms of identification may include;

- a) Birth certificate - preferably a full certificate
- b) NHS registration
- c) Council tax bill
- d) Two current (i.e. less than six months old) utility bills
- e) Passport

2.7. For admission purposes, an older brother or sister is defined as a child who lives at the same address and who is the brother/sister, half-brother/sister (i.e. share one common parent), or step brother/sister (i.e. related by parent's marriage) of the child for whom the place is being requested. It also includes any other child living at the same residence under the terms of a Residence Order.

2.8. The applicant's home address is the child's along with their parent's main and genuine place of residence at the time of the allocation of places. This will usually be the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be used. Where a child lives for part of the week with each parent separately, their main home address will be deemed to be the address at which the child lives for 51% or more of their time from Monday to Friday during school term times. Where there is a dispute over which address is the child's main home address, the address at which Child Benefit is claimed or if there is no entitlement to Child Benefit, then the address at which the child is registered with their GP will be deemed to be their main home address.

3. Distance from the Academy

Distance will be measured in a straight line from the child's main home point to Thistley Hough Academy's main entrance using the Local Authority's computerised measuring system.

4. Tie Breaker

As stated above, places will be allocated within each priority according to the proximity of the child's main home address to the academy. Where distance from the academy is equal for two or more applications, such as in the case of children living in the same block of flats, places will be allocated by independently verified random allocation.

5. Twins and Children from Multiple Births

Where a child who is a twin or a child from a multiple birth has achieved a place in the usual way, but there are no places remaining to admit their twin or siblings from a multiple birth, the academy will admit the twin or siblings from a multiple birth over and above the academy's published admission number (PAN). In those cases, those additional children admitted over the PAN will be admitted as "excepted pupils" and will not count towards the statutory maximum class size.

6. Children of UK Service Personnel and other Crown Servants

The academy will treat an application for admission of a child from a UK armed forces family with a confirmed posting to the academy's area, or from a crown servant family returning from overseas to live

in the academy's area, as if they live in the area of the academy even if a residential address has not been identified at the date of the application.

The application must be supported by a letter from the relevant government department (for example, the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters) indicating the likely address of the unit or quarters, for the purpose of applying the academy's oversubscription criteria.

7. In-year Admissions

Where places for children in other year groups are sought (Years 7 to 11) outside the normal admissions round, an application form is available from the academy and this should be completed and returned to the academy as early as possible. All current applications for places will be considered once a week and if sufficient places are available these will be offered to all applicants. In the case of oversubscription, the criteria detailed in 2.3 will be applied and details of any applicants who cannot be accommodated at the academy will be passed to Stoke on Trent City Council for placement at an alternative school.

8. Waiting lists

Once all places have been filled, the academy will maintain a waiting list for each year group. The names of all children who are unsuccessful in achieving a place in Year 7 will be automatically added to the waiting list for the first term of the academic year until 31 December. After that date, the children's names will be removed unless parents notify the academy that they would like their child's name to be kept on the waiting list until the end of the academic year.

Where an application for admission into a different year group, or in-year admission, has been unsuccessful, parents will be asked if they would like their child's name to be added to the waiting list for that year group. The waiting list will be maintained until the end of the Summer term. A child's position on the waiting list will be ranked solely in accordance with the order of priority set out above, and not in accordance with the date that the child's name was added to the waiting list. This means that the child's name may go up or down in ranking on the waiting list, as other children are added or removed.

Where a place becomes vacant in any year group, the place will be offered to the child ranked first on the waiting list for that year group. Where two or more children on the waiting list live an equal distance from the academy, they will be jointly ranked until a place becomes available for one of them. At that time, the place will be allocated by independently verified random allocation in accordance with the tie breaker outlined above.

9. Appeals

Where a child is not successful in achieving an offer of a place, the child's parents will be told the reason why admission was refused and that they are entitled to appeal to an independent admission appeal panel within a specified amount of time under the provisions of the School Standards and Framework Act 1998. The academy will provide information to parents about the appeals process and provide the parents with a named contact who can answer any enquiries they may have about the appeals process. Parents lodging an appeal must set out the grounds of the appeal in writing.

The admission appeal panel will be independent of the academy. The academy will appoint an independent appeals service to deal with the administrative side of arranging admission appeal hearings for the academy.

The determination of the admission appeal panel will be made in accordance with the Schools Admission Appeals Code 2012 and will be binding on all parties.



Applications open on
MONDAY 2
SEPTEMBER 2019



Trentham Academy

Allerton Road, Trentham,
Stoke-on-Trent ST4 8PQ
Tel: 01782 883200
www.trenthamacademy.co.uk
Headteacher: Mr Mike Whittingham
Type: Academy

The academy admits students between the ages of 11-16

General Principles & Ethos

Trentham Academy is a member of the City Learning Trust. It is a mixed, non-denominational Academy situated on the outskirts of Stoke-on-Trent. Trentham Academy has a strong sense of community where every individual is valued. We are highly ambitious and work together to ensure everyone has the opportunity to lead fulfilling lives. Our ethos reflects the belief that excellence in educational achievement comes from developing the whole person. At the core of our community are the values of respect, optimism, integrity and responsibility.

The Academy will endeavour to provide places for students who live outside the Trentham and surrounding area whose parents wish them to attend Trentham Academy. Students will be admitted at the age of 11+ without reference to ability or aptitude where possible.

The Academy participates in the Local Authority Co-ordinated Scheme operated by Stoke on-Trent City Council and all deadlines within that scheme should be adhered to by applicants. Details of the Co-ordinated Scheme can be found below.

This policy is written having due regard to the Schools Admissions Code ("the Code"). In accordance with the Code, it gives top priority to applications on behalf of children in public care and prohibits the use of unfair selection criteria.

Application Procedures

Applications must be made using the Common Application Form (CAF) which will be made available by the Local Authority. Applications must be made direct to the Council by the deadline specified by them (normally the end of October of the year preceding admission).

All places will be offered by the Council, on behalf of the Governing Body, within the secondary Co-ordinated Admissions Scheme operational in Stoke-on-Trent's Council area. Allocations will be notified by the Council in accordance with their procedures.

Stoke-on-Trent City Council Co-ordinated Scheme

Stoke-on-Trent City Council manages admissions to secondary schools for all the children who live in the City of Stoke-on-Trent and it uses an equal preference system. Parents are asked to name three schools as preferences. Their preferences may include community schools, voluntary aided schools, foundation schools, trust schools or maintained schools in other local authority areas. Parents may not name independent schools.

The Academy is its own admissions authority.

Every admissions authority publishes its own admission arrangements and will consider each preference for individual schools in accordance with those arrangements. When it has received all applications for places for the schools in Stoke-on-Trent, the Council will forward all applications which name Trentham Academy as one of the preferred schools to the Academy governors. The governors will then categorise the applications into groups as determined by the over-subscription criteria described below.

The Council will then offer each child a place at their highest preference school for which they are eligible. If the child is eligible for a place at all three schools which the parents have named as a preference, the child will be offered a place at their first preference. If the child is eligible for a place at their second and third preferences, the child will be offered a place at their second preference.

If the children are not eligible for a place at any school which their parents have named as a preference, the Council will allocate to the child a place at the nearest appropriate school where there are places available after all other parents' preferences have been met.

PAN

The determined Published Admission Number (PAN) for 2020/21 is **150** and is based on the current net capacity of the Academy.

Admission Figures will be subject to Annual Review.

Special Educational Needs

Under the Code, the Academy must admit children with an Education, Health and Care Plan that names the Academy. This requirement is not part of the over-subscription criteria below. The Academy must admit such children whether it has places or not.

Oversubscription criteria

Where the number of applications exceeds the number of places available (the Published Admission Number), the Governing Body will use the following over-subscription criteria to

determine those applicants to be offered a place (these are similar over-subscription criteria used by Stoke-on-Trent City Council for Community Secondary Schools).

Trentham Academy Governors will prioritise places in the following order:

1. Looked after children or previously looked after children (those children who were looked after but have since been adopted or made subject to a child arrangement order or special guardianship order.
2. Children who have older brothers or sisters/siblings* at the school at the time that they will start.
3. Children who attend one of our feeder primary schools, Priory and Ash Green.
4. Children who satisfy the following:
 - a. They are distinguished from the great majority of applicants either by medical or by other exceptional circumstances which relate to the choice of school i.e. the circumstances of the child;
 - b. They would suffer hardship if they were unable to attend the preferred school (hardship means suffering of any kind). See Appendix 1
 - c. They are the child of a member of staff of the school. See Appendix 2
5. Children who live nearest to the academy as determined by an electronic measured route from the front door of the child's home address to the school entrance on Allerton Road.

If the last eligible child is a twin, triplet or child of any other multiple births, the Governors Will allocate places to the siblings even if that means exceeding the admission number.

Definition of Older Brothers or Sisters

Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- Have one or both natural parents in common, or
- Are related by a parent's marriage or related by parents living as partners at this address, or
- Are adopted or fostered by a common parent.

Children not adopted or fostered or related by a parents' marriage or with one natural parent in common, who are brought together as a family by a same sex civil partnership and who are living at the same address, are also considered to be siblings. We do not include Cousins within our definition of Sibling.

Where a child lives part of the week with one parent and part with another member of the family, the 'home address' will be considered to be the residence where the child spends the majority of the nights of the week, each week.

Home Address

Proof of residence may be required under the Co-ordinated Scheme. The offer of a place may be withdrawn if proof of residency is not met.

Waiting Lists

Under the Co-ordinated Scheme, the Academy and LA will maintain a waiting list until the end of the Autumn Term.

The school will continue to maintain a waiting list for subsequent terms. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to our over-subscription criteria as described above. Before being offered a place at the Academy, parents will be invited to engage in a discussion to ensure that the Ethos of the Academy is understood and accepted, and sign an agreement to uphold the school values.

We also maintain waiting lists for all 'full' year groups.

In-year admissions

Admissions for all year groups will be dealt with in accordance with this policy. Applications must be made in writing to the Academy using a form obtainable from Reception. If the transfer request is not related to a change of address, the form must be signed by the child's present Headteacher. Governors will take each admission on an individual basis; a place will be allocated providing it does not prejudice the education of others.

Appeals

If you are not offered a place at our Academy, you have the right to appeal to our independent panel. Appeal papers will normally be sent out with offer letters to all those parents who were offered a school lower on their preference list than Trentham Academy. Please ensure that these are headed with the Academy name and address and are returned to the Clerk of the Appeal Panel at the Academy. The closing date on the appeal application form must be adhered to. If you are in any doubt, please contact the school and we will send you appeal forms.

All appeals should be heard by the same panel and it is difficult to slot in late applications. Appeals will be heard before 6th July or the first working day afterwards if the 6th is a weekend.

This policy will be reviewed on an annual basis by the Governors of the Academy.

Appendix 1 Medical Need

The evidence must come from at least one registered health professional: a medical practitioner or other social care professional, and should set out the particular reasons why Trentham Academy is the most suitable Academy and the difficulties that would be caused if the child had to attend another school. Evidence pertaining to the need of the child to attend Trentham Academy because of an aptitude or interest in a specialism will not be considered under these criteria.

The evidence must be included with the application form; higher priority will not be given to children under this criterion if required documents have not been produced. The governors will consider each such case on individual merit and make objective and consistent decisions.

Appendix 2

Children whose parent(s) work at the school

This criteria will be applied in the case of a member of staff who has either:

- a) been employed by the school for at least two years before the application, or
- b) been recruited to fill a vacant post for which there is a demonstrable skill shortage

It relates to the parent of a child who shares a 'home address' as above. The definition of 'parent' will include:

- The natural parent of a child
- A step parent or adoptive parent
- A person living as the partner of the child's natural parent as part of a civil partnership or otherwise.





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Foster
Council for your



STOKE-ON-TRENT
FOSTERING

Useful contact details

**Admissions and Transport Team
Children and Family Services
Ground Floor, Swann House
Boothen Road, Stoke-on-Trent
ST4 4SY**

Admissions and Transport Helpline	01782 234598
In Year Admissions	01782 237856
Education Welfare	01782 233489
SEND Information Advice and Support Service (SENDIASS)	01782 234701
Free School Meals	01782 236813
Vulnerable Children and Corporate Parenting Hanley Area Office	01782 235100
Pupil Support for Staffordshire: Children and Lifelong Learning, Tipping Street, Stafford ST16 2DH E-mail: admissions@staffordshire.gov.uk	01785 278593



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Stoke-on-Trent

stoke.gov.uk/education