

# Scholars' Education Trust

## Robert Barclay Academy

**POLICY TITLE:** ADMISSIONS FOR THE ACADEMIC YEAR 2020-2021

**STATUS:** Statutory

**REVIEWED BY:** Admissions Committee/Trust Board

**DATE DUE:** January 2019

**DATE of REVIEW** Autumn 2019

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Robert Barclay Academy is a co-educational, all-ability school for children aged 11-18.

The Published Admission Number for Year 7 is 120.

All applicants must complete the Common Application Form of their home Local Authority. Hertfordshire residents should apply online to Hertfordshire County Council or complete the secondary transfer form available in the 'Moving On' booklet. Families resident in other authorities must complete the form provided by the authority in which they live. Applicants for Robert Barclay Academy do not need to complete a Supplementary Information Form (SIF).

If the School receives more applications than it has places available, the following criteria will be applied in the order they are printed below.

**Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school.**

**Rule 1** **Children looked after** (in public care) and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order)

**Rule 2** **Medical or Social:** Children for whom it can be demonstrated that they have a particular medical or social need to go to the Academy. A panel of governors will determine whether the evidence is sufficiently compelling to meet the requirements for this rule. The evidence must relate specifically to the Academy applied for under Rule 2 and must clearly demonstrate why it is the only school that can meet the child's needs.

***Applications for children adopted but previously looked after abroad will be considered under this rule and accepted if the child's previously looked after status and adoption is confirmed. Hertfordshire's "Virtual School" will be asked to verify all such applications.***

All applications are considered individually but a successful application should include the following:

a. **Evidence that the child was previously cared for by the state abroad because he or she would not otherwise have been cared for adequately and has been subsequently adopted OR**

b. Specific recent professional evidence that justifies why only one school can meet a child's individual needs, and/or

c. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child's needs.

d. If the requested school is not the nearest school to the child's home address clear reasons why the nearest school is not appropriate.

e. For medical cases – a clear explanation of why the child's severity of illness or disability makes attendance at only a specific school essential.

**Rule 3 Sibling:** Children who have a sibling at the Academy at the time of application, unless the sibling is in the last year of the normal age-range of the Academy. Note: the "normal age range" is the designated range for which the Academy provides, for example Years 7 to 13.

**Rule 4 Children of Staff**

**Rule 5 Children who live in the priority area for whom it is their nearest Hertfordshire maintained school or academy that is non-faith, co-educational and non- partially selective.** *Note: Non-partially selective means that the school does not offer any places based on academic ability.*

**Rule 6 Children who live in the priority area who live nearest to the Academy.**

**Rule 7 Children who live outside the Priority Area on the basis of distance, with those living nearest the Academy being given preference.**

**Rule 8 Children who live outside the priority area who live nearest to the school.**

### **Tie-Break**

These rules are applied in the order they are printed above. If more children qualify under a particular rule than there are places available, a tiebreak will be used by applying the next rule to those children. Where there is a need for a tie-breaker where two different addresses measure the same distance from a school, in the case of a block of flats for example the lower door number will be deemed nearest as logically this will be on the ground floor and therefore closer. If there are two identical addresses of separate applicants, the tie break will be random allocation.

### **NOTES ON THE ADMISSION ARRANGEMENTS**

#### **Children in Public Care (children looked after):**

Places are allocated to children looked after according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1.

Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A “child looked after” is a child who is:

- a) in the care of a local authority, or
- b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.\*

Child Arrangements Order - under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

Special guardianship order – under 14A of The Children Act 1989, an order appointing one or more individuals to be a child’s special guardian or guardians.

Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1.

Children who were not “looked after” **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1. Applications made for these children, with suitable supporting professional evidence, can be considered under rule 2.

\* This definition has been amended in accordance with paragraph 1.7 (footnote 17) of the School Admissions Code that came into force on 19 December 2014.

### **Medical or Social Needs**

Rule 2 applications will only be considered at the time of the initial application, unless there has been a significant and exceptional change of circumstances within the family since the initial application was submitted.

All schools in Hertfordshire have experience in dealing with children with diverse social and medical needs. However in a few very exceptional cases, there are reasons why a child has to go to one specific school.

Few applications under **Rule 2** are agreed. All applications are considered individually but a successful application should include the following:

- a. Specific recent professional evidence that justifies why only one school can meet a child’s individual needs, and/or
- b. Professional evidence that outlines exceptional family circumstances making clear why only one school can meet the child’s needs
- c. If the requested school is not the nearest school to the child’s home address clear reasons why the nearest school is not appropriate
- d. For medical cases – a clear explanation of why the child’s severity of illness or disability makes attendance at only a specific school essential.

Evidence should make clear why only one school is appropriate. Applications under Rule 2 can only be considered when supported by a recent letter from a professional involved with the child or family, for example a doctor, psychologist or police officer. The supporting evidence needs to demonstrate why only one named school can meet the social/medical needs of the child.

Applications for children previously “looked after” but not meeting the specific criteria outlined Rule 1, may be made under this rule.

### **Sibling**

A sibling is defined as: the sister, brother, half brother or sister, adopted brother or sister, child of the parent/carer or partner or a child looked after or previously looked after\* and in every case living permanently\*\* in a placement within the home as part of the family household from Monday to Friday at the time of this application.

A sibling must be on the roll of the named school at the time the younger child starts.

If a place is obtained for an older child using fraudulent information, there will be no sibling connection available to subsequent children from that family.

\*Children previously looked after are those children adopted or with a special guardianship order or child arrangements order. This definition was amended following a determination by the OSA in August 2014.

\*\*A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after child in a respite placement or very short term or bridging foster placement.

### **Twins and Multiple Births**

The school will admit over the published admission number when a single twin/multiple birth child is allocated the last place at a school.

Random allocation will be undertaken independently of the school by Hertfordshire County Council. Every child entered onto the county council's admissions database has an individual random number assigned, between 1 and 1 million, against each preference school. When there is a need for a final tie break this random number is used to allocate the place, with the lowest number given priority.

### **Children of Staff**

The school will admit a child of a member of staff from the Multi Academy Trust provided that 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 or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

For the purposes of satisfying these criteria, a member of staff is defined as a permanent member of the teaching staff, or a permanent member of the non-teaching staff. This definition does not include contract staff. This definition does not include peripatetic staff employed by HCC.

The child must be living permanently with the member of staff.

### **Priority Areas**

The 'priority areas' referred to in rules 5 to 8 (Secondary) are the same as those used by the County Council for community co-educational schools. 'Children who live in the priority area' refers to families living in Priority Area 12. A map showing the priority area, and a list of the parishes it comprises, is available in the County Council's 'Moving On' booklet.

## **Home Addresses**

The address provided must be the child's current permanent address at the time of application. 'At the time of application' means the closing date for applications. "Permanent" means that the child has lived at that address for at least a year and/or the family own the property or have a tenancy agreement for a minimum of 12 months.

The application can only be processed using one address. If a child lives at more than one address (for example due to a separation) the address used will be the one which the child lives at for the majority of the time. If a child lives at two addresses equally, the address of the parent/carer that claims Child Benefit/Child Tax Credit will be considered as the child's main residence. If a family is not in receipt of Child Benefit/Tax Credit alternative documentation will be requested. If a child's residence is in dispute, parents/carers should provide court documentation to evidence the address that should be used for admission allocation purposes.

## **Home to School Distance Measurement for Purposes of Admissions**

A 'straight line' distance measurement is used for all home to school distance measurements for admission allocation purposes. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child's house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.

## **Children Seeking Admission Outside Their Chronological Year Group**

The school's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. This is in line with DfE guidance\* which states that "in general, children should be educated in their normal age group".

If parents/carers believe their child(ren) should be educated in a different year group they should, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. DfE guidance makes clear that "it is reasonable for admission authorities to expect parents to provide them with information in support of their request – since without it they are unlikely to be able to make a decision on the basis of the circumstances of the case".

The school's governing body, as the relevant admission authority, will decide whether the application will be accepted on the basis of the information submitted. The governor's decision will be based upon the circumstances of each case including the view of parents, the headteacher, the child's social, academic and emotional development and whether the child has been previously educated out of year group. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal. Similarly there is no right of appeal for a place in a specific year group at a school. The internal management and organisation of a school, including the placement of pupils in classes, is a matter for the Headteacher and senior leadership of the school.

\*Advice on the admission of summer born children" December 2014.

## **Applications from Children\* from Overseas**

All children of compulsory school age (5 to 16 years) in England have a right of access to education. However, where a child is in England for a short period only, for example less than half a term, it may be reasonable to refuse admission to a school.

\*Children who hold full British Citizen passports (not British Dependent Territories or British Overseas passports), or have a UK passport describing them as a British citizen or British subject with the right of abode or are European Economic Area nationals normally have unrestricted entry to the UK.\*

An application for a school place will only be accepted for such children currently overseas if, for In Year applications, proof is provided that the child will be resident in Hertfordshire within two weeks. In Year allocations are made on the assumption that the child will accept the school place and be on roll within that timescale.

For the Secondary application process applications will not normally be accepted from, nor places allocated to, an overseas address. The exception to this (for both In Year and transfer processes) is for children of UK service personnel and crown servants (and from military families who are residents of countries with a Memorandum of Understanding with the UK). In these cases HCC will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a HCC Unit postal address or quartering area address, for consideration of the application against oversubscription criteria. If the family already has an established alternative private address, that address will be used for admission purposes.

The school, in liaison with HCC, will also consider accepting applications from children\* (as defined above) whose family can evidence intent to return to and/or permanently reside in Hertfordshire prior to the start of the new academic year. These applications, if accepted, will be processed from the overseas address until sufficient evidence is received to show the child is permanently resident in Hertfordshire. Evidence must be submitted at the time of application.

Evidence submitted after the date for late applications cannot be taken into account before National Allocation Day. Decisions on these applications will be made by a panel of county council officers and communicated with parents within 6 weeks of the closing date for applications.

If an applicant owns a property in Hertfordshire but is not living in it, perhaps because they are working abroad at the time of application, the Hertfordshire address will **not** be accepted for the purposes of admission until the child is resident at that address. Other children, than those mentioned above, from overseas do not generally have automatic right of entry to the UK. An application for a school place will not therefore be accepted until they are permanently resident in Hertfordshire. Proof of residency such as an endorsed passport or entry visa will be required with the application, in addition to proof of Hertfordshire address, for example a council tax bill or 12 month rental agreement.

### **Continuing Interest (Year 7 places)**

After places have been offered, Hertfordshire County Council will maintain the school's continuing interest (waiting) list. A child's position on a CI list will be determined by the admission criteria outlined above and a child's place on the list can change as other children join or leave it. The county council will contact parents/carers if a vacancy becomes available and it can be offered to a child.

Continuing interest lists will be maintained for every year group until the summer term (date to be confirmed). To retain a CI application after this time, parents must make an In Year application.

### **Arrangements for Admitting Pupils to Other Year Groups, Including to replace any Pupils who have left the Robert Barclay academy**

The school will remain part of the county council's coordinated In Year admissions scheme. In year applications should be made online at [www.hertsdirect.org/admissions](http://www.hertsdirect.org/admissions)

A paper application form can be requested from the Customer Service Centre, 0300 123 4043.

### **Repeat Applications**

Unless there are significant and material changes in the circumstances of the parent's application for their child or the academy, the governors will not consider a repeat application in the same academic year.

### **Transfer Appeals**

Parents wishing to appeal who applied through Hertfordshire's online system should log in to their online application and click on the link "register an appeal". Out of county residents and paper applicants should call the Customer Service Centre on 0300 123 4043 to request their registration details and log into [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals) and click on the link "log into the appeals system".

### **In Year Appeals**

The county council will write to you with the outcome of your application and, if you have been unsuccessful, will include registration details to enable you to login and appeal online at [www.hertfordshire.gov.uk/schoolappeals](http://www.hertfordshire.gov.uk/schoolappeals).

### **Late Applications**

Any online or paper application received after the statutory deadline, 31 October, will be treated as a late application. Late applications are not dealt with until all on-time applications have been considered. You are much less likely to be offered a place at one of your preferred schools if you apply late. If there are exceptional circumstances why you were unable to make your application by the closing date, you should contact your Local Authority giving your reasons and supplying support evidence where appropriate.

### **Sixth Form Admissions**

Admission to the Sixth Form will be for any student who meets the minimum academic standards expected, as set out in the Sixth Form prospectus. The PAN for external students is 100.

In the event of oversubscription, the following tie-break will be used:

- Children in Public Care (as defined above)
- Highest average GCSE point score
- Students whose choices have least effect on the preferences of others.

### **Fair Access**

The school participates in the County Council's Fair Access Protocol and will admit children under this protocol before children on continuing interest.

### **Timescales**

(New dates not published yet, but advice given that they generally are the same year on year. If date falls on a weekend then forwards to the Monday following.)

## Secondary

Closing date for applications to be submitted to the LA	31 October 2019
Applications forwarded to F/VA schools and Academies	9 December 2019
F/VA schools/Academies provide LA with ranked lists of applicants	3 January 2020
Allocation information available to primary schools	28 February 2020
Allocation Day, offers made	2 March 2020
Date by which parents/carers may accept or reject place offered	16 March 2020
Date by which parents/carers return appeal forms (tbc)	March 2020

- Equalities impact assessment considered.