

# drb Ignite Multi Academy Trust

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## **ADMISSIONS POLICY**

## drb Ignite Multi Academy Trust Vision

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The drb Ignite Multi Academy Trust has been established through a shared belief that lives can be transformed by what goes on in schools. We believe that the process of teaching and learning shapes futures. To this end our vision is to give every child learning experiences that excite them and give them the power to begin to shape their own lives.

### **Vision**

*All pupils achieve the highest standard of educational outcomes regardless of circumstances or background.*

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## Pupil Admission Number

drb Ignite Multi Academy Trust comprises eight primary schools. The pupil admission number (PAN) are detailed below.

The following number of places are available in each year group from Reception.

Audley Primary School	120
Beechwood CE Primary School	45
Bromley Pensnett Primary School	60
Hob Green Primary School	30
Jervoise Primary School	30
Princethorpe Infant and Nursery School	60
The Oval Primary School	90
Wychall Primary School	60

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## Trust Admissions Statement

The Trust follows the DfE School Admissions Code 2015 and admissions criteria outlined by Birmingham and Dudley Local Authority School Admissions and Pupil Placement Team.

1. The Trust will always comply with the DfE School Admissions Code 2015 and the law relating to admissions
2. This Policy may be amended in writing at any time by agreement between the Secretary of State and the Trust and if Local Authority arrangements change.
3. The Trust will always act in accordance with, and will ensure that any Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code 2015

and the School Admission Appeals Code (*the Codes*) published by the DfE as they apply at any given time to Academy Trusts and their schools

4. The Trust will always act in accordance with equalities law and the law on admissions as they apply to Academy Trusts. For this purpose, reference in the Codes or law to *admission authorities* shall be deemed to be references to the Trust Board and Executive Governance Groups of the Academy Trust.
5. The Trust will take part in any Admissions Forum set up by either Birmingham or Dudley LA and have regard to its advice
6. The Trust will participate in the coordinated admission arrangements operated by either Birmingham or Dudley LA and the relevant local in-year fair access protocol. Notwithstanding any provision in this Agreement, the Secretary of State may:
  - a direct the Trust to admit a named pupil to a Trust school on application from a local authority. Before doing so the Secretary of State will consult the Trust.
  - b direct the Trust to admit a named pupil to a Trust school if the Trust has failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
7. The Trust will ensure that parents and *relevant children* 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. The determination of the appeal panel will be binding on all parties.
8. The Trust prepares guidance for parents and relevant children about how the appeals process works and provides them with a named contact who can answer any enquiries they may have about the process. The Trust may enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.
9. In this Policy *relevant children* means:

*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.*

## **Annual procedures for determining admission arrangements**

The admission procedures for nursery and reception classes in Trust schools operate in line with the Admissions Policies of Birmingham City Council Education Authority and Dudley Council Education Authority

## Trust school arrangements

Each Trust school will annually set out published admission arrangements which include:

- the name and address of the school and contact details
- a summary of the admission policy including oversubscription criteria
- a statement of any religious affiliation (Beechwood School)
- numbers of places and applications for those places in the previous year
- arrangements for hearing appeals

Once the Trust 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:

- a. the Trust has consulted those who are required to be consulted on the proposed variation
- b. following such consultation, the Trust has applied to the Secretary of State to approve the change setting out:
  - I. the proposed change
  - II. reasons for wishing to make such a change
  - III. any comments or objections to the proposal from those consulted
  - IV. following such application, the Secretary of State has provided his consent to the proposed variation.

The Trust will always follow the prior written agreement or direction of the Secretary of State to vary the Trust's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes academy schools. The Trust acknowledge that such changes may be made at any time.

Any changes to the Trust's admission arrangements brought about through any variation process will be published within the Trust/school prospectus and on its website

The Trust will make arrangements for a parent 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 a Trust school to make representations to the Secretary of State that any aspect of the Trust's admission arrangements do not comply with the relevant provisions of admissions law or the Codes as they apply to academy schools.

Where a parental representation is made, the Secretary of State may, after consulting the Trust, direct that the Trust modify its arrangements for the admission of pupils to a Trust school so that

they comply with the relevant provisions of admissions law and the Codes as they apply to academy schools. The Trust will comply with any such direction.

Records of applications and admissions to Trust schools shall be kept for a minimum period of ten years and shall be open for inspection by the Secretary of State.

## Process of application

Arrangements for applications for places at Trust schools will be made in accordance with the relevant LA's coordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

The Trust will use the relevant LA's timetable for applications to its schools each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within the relevant LA as agreed by the Admissions Forum.

- By September – Trust schools will publish in their prospectus information about the arrangements for admission, including oversubscription criteria, for the following September. This will include details of opportunities for prospective pupils and their parents to visit the school.
- September/October – Trust schools will provide opportunities for parents to visit
- October – Common Application Form to be completed and returned to the pupil's home LA to administer
- LA sends applications to Trust schools
- Trust schools send list of pupils to be offered places to the LA
- February - LA applies agreed scheme for own schools, informing other neighbouring LA's of offers to be made to their residents
- 1st March offers made to parents.

There is a national closing date for applications as follows:

15 January for Primary School applications

The Trust will ensure its application processes enable parents to apply before these deadlines.

## Consideration of applications

Trust schools will consider all applications for places at Trust schools. Where fewer than the published admission number(s) for the relevant year groups are received, Trust schools will offer places to all those who have applied.

## Procedures where Trust Schools are oversubscribed

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs where a Trust school is named on the statement, the criteria will be applied in the order in which they are set out below:

**Criterion 1:** Looked after children (as defined by Section 22 of the Children Act 1989)  
Priority will be given to a child who is in the care of a local authority or provided with accommodation by that authority.

**Criterion 2:** Medical/Social - whether there are specific medical or social circumstances that can be met only by the child's attendance at a particular Trust school.

**Criterion 3:** Siblings - whether siblings attend the school and will still be attending the school at the time of admissions. For admission purposes, a sibling is a child who resides at the same address as the child for whom a place is being requested, and is one of the following:

- brother/sister
- half-brother/sister (i.e. share one common parent)
- stepbrother/sister (i.e. related by a parent's marriage)
- any other child for whom it can be demonstrated that s/he is residing permanently at the same address (e.g. under the terms of a residence order).

The sibling connection only applies where families have a sibling attending the school at the time of the application as well as at the time of admission.

**Criterion 4:** Distance - How close the child lives to the school requested, with those living closest to the school getting the highest priority. The measurement between home and school will be determined by a straight-line measurement from the designated seed point of the home address to the designated seed point of the school using the authority's computerised system. The home address of a pupil is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent(s) or guardian(s)
- Leased to or rented by the child's parent(s), carer(s) or guardian(s) under lease or written rental agreement.

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 a majority of the school week. If the child equally shares living with both parents, the parents must inform the Trust and local authority which address should be used for admission purposes and which parent will make the application. Parents may be requested to supply documentary evidence to support the address used for the application.

## Operation of waiting lists

Subject to any provisions regarding waiting lists in the relevant LA's co-ordinated admission scheme, Trust schools will operate a waiting list for each year group. Where in any year a school receives more applications for places than there are places available, a waiting list will operate until 31 December. This will be maintained by the Trust school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the relevant LA's oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## Arrangements for admitting pupils to other year groups including replacing pupils who have left

The relevant local authority co-ordinates admissions for in-year applications and for applications for year groups other than the normal point of entry. This does not affect the Trust's right to determine which applicants have priority for admission.


Subject to any provisions in the relevant 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 child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal.

## Appeals procedure

Parents who want to appeal against the Trust's decision not to offer their child a place at a Trust school must appeal directly to the school, not through the Admissions Team. Appeals should be addressed in writing to the Admissions Officer at the Trust school within 10 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked "Admission Appeal".

The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

## Review

<b>Monitoring and review</b>	Headteacher School Admissions Officer Achievement and Scrutiny Sub Committee
<b>Links</b>	SEND Policy Behaviour Policy Medical Needs Policy
<b>Staff responsible</b>	Headteachers School Admissions Officer
<b>Committee responsible</b>	Trust Board
<b>Date reviewed</b>	<b>November 2018</b>
<b>Sign off – Chair of Board</b>	 Date: November 2018
<b>Review date*</b>	<b>November 2019</b>

\*Please note that should there be any changes/further national guidance issued relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next Trust Board meeting.

## Change Management

Issue No.:	Change date:	Change description:
1.0	Dec'16	Initial release
2.0	Nov'18	Rebranded, updated and Signed off for release.