



## Admissions Policy

Responsible officer: L Barton

Headteacher: J Hughes

Ratified By: E-ACT

Review frequency: Annual

Date reviewed: 31 March 2017

Next Review Date: 31 March 2018

Ratified:

**If you do not live in Buckinghamshire please contact The Academy directly to apply.**

## **Determined Admission Criteria**

The E-ACT Burnham Park Academy is part of an inter-LA Co-ordinated Admission Scheme. All dates referred to within this document are in line with this scheme. Parents can apply online via the Buckinghamshire County Council admissions webpage or complete a Buckinghamshire application form, which will be issued from September 2017.

Closing date – 31st October 2017.

Notification date – 1st March 2018 (or the next working day).

The Academy, as its own Admission Authority, is required to consult on admission arrangements every two years unless there has been a change to the criteria.

Once the consultation process has taken place, determined arrangements must be forwarded to consultees.

## **Admission Criteria September 2018**

The Academies Planned Admission Number (PAN) is 140.

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 students with statements of Special Educational Needs, where The E-ACT Burnham Park Academy is named on the statement, the criteria will be applied in the order in which they are set out below.

### **1. Children in public care (looked after children)**

As required by the Regulations 2005, the school will give top priority to looked after children. A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order.

Definition: Children who are in the care of a local authority or provided with accommodation by a local authority.

## **2. Where the child has a sibling currently attending the school, at the time of Admission**

Sibling criterion: A sibling is a brother or sister. For admission purposes, we mean one of two or more individuals who have one or more parents in common, or any other child (including adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

A pupil in a Secondary school or Academy will only count to provide a priority to a sibling if he or she is attending the School in Y7 to Y10 when the allocations are made and is still expected to be on the School's roll at the time of the proposed admission or Years 7-11 at the time of admission for in-year admissions.

The admissions authority will try to ensure that as far as possible siblings (including twins, triplets or children from other multiple births) can attend the same school.

## **3. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person. (Applications will be subject to verification by the Admissions Committee).**

Definition: The medical grounds must relate to the child.

## **4. Distance criterion:**

Distance between the home address and the School as measured in a straight line, with priority given to those living closest.

Definition: Distance will be measured in a straight line from the geocoded point of the home address to the Academy's nearest open entrance gate using the Local Authority's computerised measuring system, with those living closer to school receiving the higher priority. If the home address is a flat / apartment and there is more than one flat / apartment at the address, priority will be given to applicants living at the lowest numbered flat / apartment and / or the flat / apartment on the lower floor.

This is the child's home address. This must be where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child. To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by:

- 1) Confirmation of the registered address to which Child Benefit is currently being paid;
- 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening may be required to provide documentary evidence of ownership or rental agreement together

with proof of actual permanent residence at the property concerned. In certain circumstances, the child's current school will be asked to verify the address given.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school, the place will be withdrawn if it is found that the place had been obtained fraudulently.

## **In year admissions**

Application forms can be obtained from Buckinghamshire or Slough Council. Application forms are also held at the Academy's reception (Tel.01628 662107) or can be downloaded from the Academy website at <http://www.e-actburnhampark.org.uk>.

## **Late Applications Policy for Year 7 Admissions**

Preference forms received after the closing date, 31st October 2017, are classed as late applications. Any request to change the name or ranking of a school made after the closing date will be classed as a late application.

Late applications will normally be considered for places after applications that were received by the closing date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

## **Late applications received by between 1st November and 14th November 2017**

A late application may be considered but only under the following exceptional circumstances.

a. Where the family were unable to complete the Buckinghamshire preference form by the closing date because they were not resident in Buckinghamshire at the time the Buckinghamshire preference form was issued;

or

b. The family were unable to comply with the admission timetable because of exceptional circumstances which prevented the Buckinghamshire Preference Form arriving on time;

or

c. When a single parent has been ill for some time.

In either case, the circumstances must be given in writing at the time of application and attached firmly to the Buckinghamshire Preference Form that will be subject to verification by the Admissions and Transport Team at Buckinghamshire LA.

## **Late applications received after 31st December**

Applications for schools received after 31st December will be considered only after all other applications.

Applications received after the Notification Date (once places have been offered)

Any late application for a place at an oversubscribed school, which is received after places have been allocated, will be added to the School's waiting list in admission criteria order.

Any late application for a place at an undersubscribed school will be offered a place.

## **Waiting List Policy for Year 7 Admissions**

Waiting lists for all Buckinghamshire schools will be maintained by Buckinghamshire LA. Parents may enquire about their child's position on any Waiting List by telephoning the Admissions and Transport Team on 01296 383250.

Waiting lists are processed in line with the Buckinghamshire scheme.

From September 2013, the waiting list will be retained by Buckinghamshire Children's Services until the last day of Autumn Term 2013. Parents should contact the In-Year Admissions Team on 01296 383250 to make any enquiries or to add their child to the waiting list.

A waiting list will be kept for any oversubscribed year group. The Waiting list will be kept in admission criteria order. Any vacancies will be offered on the basis of the published admission criteria.

From January 2014, waiting lists will be kept for one term only. On the last day of each school term the names of all children will be removed from the waiting lists. If a parent wants their child's name to be added to a new waiting list they must write to the In-Year Admissions Team at Buckinghamshire LA at the beginning of the new school term.

## **Arrangement for Appeals Panels**

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The decision of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy has prepared guidance for parents about how the appeals process will work and a named contact.

## **In-Year Admission Policy**

Parents wishing their children to be admitted to THE E-ACT BURNHAM PARK ACADEMY other than at normal Secondary transfer age should contact Buckinghamshire, Admissions and Transport team to obtain an application form.

The School should respond to a request for a place as soon as possible and normally within 10 school days. A school will ask parents to apply for a place in writing.

Parents of children with a statement of Special Educational Needs (SEN) must contact the SEN team of Buckinghamshire LA or the LA that issued the statement if they wish to move to a school that is not named in Part 4 of their child's statement.

If a child is refused a place, the parent will be told of their right of appeal to an independent appeal panel. Appeals will be held within a reasonable time – normally within 30 school days of an appeal being made.