



## Essa Academy Admissions Policy

**Date of Issue:** 20<sup>th</sup> April 2021

**Next Review Date:** 1<sup>st</sup> May 2022

## Essa Academy Admissions Policy

### Policy Cover Note

Title of the Policy	Admissions Policy
Summary/Reason for bringing to Bord for Approval	Just adapted the format and dates
Statutory Requirement	Yes
Decisions to be made / recommendation on options	N/a
Name of the author	Stacey O'Connor and Tasha Squire
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Policy/Procedure to be published on the trust website	Yes
Policy/procedure to be published on the Academy/Primary website	Yes
Amendments/Updates	



# **Foundation Academies Trust**

## **ADMISSIONS POLICY**

**Approved by the Board:**

Date Reviewed: April 2021

Next Review: May 2022
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## The Essa Foundation Academies Trust

Essa Academy is part of the Essa Foundation Academy Trust.

The Trust is the admissions authority for all academies in the Trust and the Board of Directors sets the admissions policy and oversubscription criteria for its academies. The Trust delegates responsibility for managing admission arrangements to the Local Governing Bodies of its academies.

Bolton Council co-ordinates all admissions applications on behalf of the Trust. The Trust contracts with Bolton Council for the provision of independent appeals panels if a child is refused a place at any of its academies.

## Admissions Policy Statement

No child will be rejected on grounds of age, (subject to the usual limits of all admissions), gender, family status, disability, colour, ethnic origin, religion or belief. Looked After and Previously Looked After Children will be given priority and the academy will admit any child with a Statement of Special Educational Needs or an Education, Health and Care ( EHC) plan that names Essa Academy as their preference.

## Planned Admission Number (PAN)

The planned admissions number for Essa Academy from September 2022 is;

Year 7- 210

Year 8-210

Year 9- 180

Year 10-210

Year 11-210

## Application Process

All parents/carers are advised to make an application for a place at Essa Academy using Bolton Council's coordinated Admissions Form.

### Year 7 Admissions – Normal Year Admissions

All parents/carers are advised to make an application for a Year 7 place at Essa Academy in the autumn term for admission to Year 7 in the following September.

Parents/carers should make themselves aware of Bolton Council's dates for returning forms and offers of places. Application forms may also be completed online at: [https://ems.bolton.gov.uk/CitizenPortal\\_LIVE/Account/Login](https://ems.bolton.gov.uk/CitizenPortal_LIVE/Account/Login)

For admissions to Year 7 in September 2022 application forms should be submitted to Bolton Council's Pupil and Student Services (P&SS) by the closing date- 30 October 2020. All applications received by the closing date will be considered at the same time in accordance with the academy's published admissions criteria.

Letters informing parents/carers of the outcome as to whether or not their child has been allocated a place at Essa Academy will be sent by Bolton Council. Parents/carers not offered a place will be informed of the reason and will normally be offered an alternative place. An appeal form will also be sent with the letter.

Bolton Council will provide parents with access details to the online application form, which will be distributed together with the Bolton Council's Secondary Admissions Booklet. The booklet will be posted to all parents resident in the Borough. For parents who are unable to apply online a paper preference form will be available and will be posted by the end of September to all those who have not submitted an online application.

The application form (including the online application) will allow parents / carers to express 3 preferences in rank order and to state reasons for their preferences.

For Bolton children the completed Bolton Council application form along with other relevant supporting documents must be returned to the Bolton Council's Pupil and Student Services (P&SS) by the closing date.

The procedures for processing application forms received after the closing date is given in below.

Bolton Council will forward relevant information from the application forms to Essa Academy's Local Governing Body where parents have expressed a preference for a place at Essa Academy. The preference ranking will not be shared with the Academy in compliance with the School Admissions Code.

Essa Academy will inform Bolton Council of the priority ranking of all applicants for the Academy.

All parents / carers of Bolton children will receive letters from Bolton Council informing them of the outcome of their application for admission to the Academy. If admission is refused to Essa Academy an appeal form will be sent with the letter, which will inform parents / carers of the alternative school/academy to be offered. The letter will advise parents / carers of their right of appeal and will provide details of the appeals process.

Bolton Council will continue to co-ordinate admission arrangements until the end of the autumn term.

#### Late Applications

##### Late Applications Received After the Closing Date But Before Places Are Allocated

The closing date will as far as possible be strictly observed. Late applications will only be considered after all the applications received by the closing date have been considered. Places will however be allocated and parents / carers will receive notification.

Only in exceptional circumstances where evidence is available will late applications be considered at the same time as others that were received on time. These may include the following:

- parents relocated into the borough after the closing date
- parents / carers were abroad for the whole period between the publication of Bolton Council's secondary admission booklet and the closing date for the application form
- parental / carer / child illness which required hospitalisation for the major part of the period between the publication of Bolton Council's secondary admission booklet and the closing date for the application form

##### Applications Received After the Allocation Date

Bolton Council will continue to manage the co-ordinated admission arrangements after the allocation date.

Bolton Council will retain responsibility for informing parents / carers about the outcome of their application. If admission is refused to Essa Academy an appeal form will be sent with the letter, which will inform parents / carers of the alternative school/academy to be offered.

## Waiting Lists & Change of Preference

### Waiting List

Bolton Council will maintain a waiting list for admission of all unsuccessful applicants, including late applicants.

The waiting list will be compiled using the relevant published oversubscription criteria. As no distinction will be made between applications received on time and late applications, the waiting list will remain fluid.

Bolton Council will maintain the waiting list until the end of the autumn term.

The timetable for Year 7 secondary admissions each September is determined by the LA.

### Oversubscription Criteria

If undersubscribed, Essa Academy will admit all applicants. If oversubscribed, after the admission of students with a Statement of Special Educational Need or an Education, Health and Care (EHC) plan that names Essa Academy, the Academy will admit children using the criteria below in the following order:

#### Criteria 1

Looked after Children (children in public care) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order (see Note 1).

#### Criteria 2

Other children who are considered as “vulnerable” whose application for the Academy is supported by the Assistant Director for Social Care. This will include:

- Children, for whom there is a Child Protection Plan or has been within a 12 month period.
- Children who have had a period in care within 2 years of the admission application and are still receiving social care Service.
- Children who are considered to be at significant risk of becoming looked after by public care.
- Children who are living in temporary accommodation due to fleeing violence and the area for rehousing has been identified.

#### Criteria 3

Children who, on the date of admission will have a brother or sister attending Essa Primary Academy or Essa Academy. Sibling means a full, step half, or adopted or fostered brother or sister, but not cousin, who will be living permanently with them at the same address at the date of entry to the academy. The Academy may require proof of relationship (see Notes 2&3).

#### Criteria 4

Children who are attending Essa Primary Academy at the time at which, the application for admission to the Academy is made.

#### Criteria 5

Children for whom the Local Governing Body accepts that they have proven exceptionally strong special medical or social circumstances, which are directly relevant to attendance at Essa Academy This will be evidenced by written professional documentation accepted by the Academy explaining why these needs can realistically only be met by Essa Academy and the difficulties that would be caused if the child had to attend another school/academy.

## Criteria 6

Children of staff employed by Essa Foundation Academies Trust for two or more years or in a demonstrable skill shortage post, at the time at which the application for admission to the Academy is made.

## Criteria 7

Children who live nearest to Essa Academy, Bolton. The distance will be measured in a straight line using geographical information provided by Bolton Council. If a number of addresses have the same geographical property reference (such as a block of flats), or if there are a number of applicants living the same distance away from the Academy, random allocation by the Local Governing Body of Essa Academy will then be used to decide which of the children can be offered a place.

## Tie-Breaker

If any categories are oversubscribed then the geographical proximity (as set out in Criteria 8) will be used as a tie-breaker.

## Note 1

A 'Looked After Child' 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 (see the definition in Section 22(1) of the Children Act 1989). An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order setting the arrangements to be made as to the person with whom the child is to live, under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## Note 2

The definition of a brother or sister is: A brother or sister sharing the same parents, half-brother or half-sister where two children share one common parent. Step-brother or step-sister where two children are related by a parent's marriage. Adopted brother or sister or the child of the parent/carer's partner. In every case, the child should be living in the same family unit at the same address.

## Note 3

Where there are twins or triplets and there is only a single place left within the admissions number the Local Governing Body will exercise as much flexibility as possible within the allocated admissions numbers.

## Admissions Outside of the Normal Age Range

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents wishing to apply for a place outside the normal age group should contact the Clerk to the Local Governing Body, Essa Academy, Lever Edge Lane, Bolton, BL3 3HH, in writing, before making an application, setting out the reasons for making the request and providing supporting evidence. Parents/carers will have the opportunity to attend in person in order to present their case to a panel of governors. The Local Governing Body will consider the request and will respond in writing within 14 days of the request being received or 14 days after you have made your case in person to the panel. The Local Governing Body will liaise with Bolton Council in relation to the admissions process. There is no right of appeal if this request is refused.

## Non-Routine Admissions/ In Year Admissions

Where a child requires admission other than at the "normal" time; such admissions are known as In-Year Admissions. Applications for In-Year Admissions are made in the same way as those made during the normal admissions round. Applications should be made on the In-Year Admissions Form, available from Bolton Council.

It is expected that most children will be allocated a school place through the In-Year Admission arrangements however Bolton Council has a Fair Access Policy which ensures that unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. Details of this policy are available from Bolton Council.

## Appeals

If you are refused a place at Essa Academy you can submit an appeal to an independent appeals panel. Parents/carers usually have 14 days of receipt of the letter to make an appeal. You will be sent an appeal form with the letter which informs you that you have not been given a place for your child. A full explanation of the appeal process will be included in the letter. You should complete and return the appeal form to Bolton Council. The Council arranges appeals for places at Essa Academy on behalf of the Trust. An appeal date will be arranged within 40 days of your appeal being lodged and you will be able to attend in person to make your case.

You can also complete the appeal form online at:

<http://www.bolton.gov.uk/sites/DocumentCentre/Documents/SchoolAppealForm.doc>

## Timetable

Arrangements, and the timetable, for normal time admission to Essa Academy i.e. admissions to Year 7 in September 2020 are:

By mid September 2020	Bolton MBC publishes a composite prospectus of all state funded school places in Bolton.
By 31st October 2020	Closing date for secondary school applications.
By 1st January* 2021	Bolton MBC publishes arrangements for coordinating all admissions in Bolton.
On 1 <sup>st</sup> March * 2021	Offers of secondary school places are made.

\* Or next working day

Parents usually have 14 days of receipt of the letter to make an appeal.