Admissions Policy



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| Author’s Name: | Mr. N. Houchen |
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| Date Ratified by Trust |  |
|  |  |
| Signature of CEO |  |
| Signature of Chair of Trust |  |

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# Admissions Policy

## 1.1 Admission Arrangements

By definition, *‘*admission arrangements’ means the overall procedure, practices, criteria and supplementary information to be used in deciding on the allocation of school places and refers to any device or means used to determine whether a school place is to be offered.

## 1.2 Published Admission Number (PAN)

The PAN or admission limit is 200 pupils.

## 1.3 Admission Criteria

If the number of applications for places at the Academy is **within** the PAN, then the Academy will admit all pupils who apply.

If the number of applications for places at the Academy **exceeds** the PAN, the following criteria will be applied, in priority order, to determine which pupils will be admitted:

1. Looked after children and 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. A looked after child is a child who is (a) in the care of a local authority or (b) being provided accommodation by a local authority in the exercise of their social services functions in regard to section 22(1) of the Children Act 1989.
2. Pupils who have a sibling on roll at the Academy at the time of application. By definition, a sibling is a child who lives as a brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The ‘same house’ is considered to be the address at which the child resides on a permanent basis. If the child lives at more than one address of the parent/guardian that is in receipt of child benefit, that is considered the same address.
3. Pupils who are granted preferential admission (in respect to their aptitude in physical education and/or performing arts) up to a limit of 10%. Parents of children with an aptitude in these areas are invited to complete a Supplementary Information Form (SIF). Prospective pupils will then be required to undertake an assessment of their aptitude.
4. Pupils living inside the Academy’s priority admissions area.
5. Pupils of staff employed by the Academy where the member of staff has been employed for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
6. Pupils living outside the Academy’s priority admissions area.

In the case of oversubscription in any one category, places within that category will be allocated according to random allocation. The random allocation process is organised by the Vice Principal (using approved computer software) and supervised by someone independent of the Academy.

## 1.4 Waiting List

In the case of unsuccessful applications, parents can request that their child is added to the Academy’s Waiting List.

The Academy’s Waiting List is ordered in accordance with the oversubscription criteria.

If a vacancy arises in the relevant year group, a place will be offered to the child as per the admission criteria in section 1.3.

Parents will be contacted on a termly basis to check if they still wish for their child to be on the Waiting List.

The Waiting List is held until the end of the academic year.

## 1.5 In-Year Admissions

For applications outside of the standard transition point, parents will need to complete an [In-Year Application Form](http://www.eastwoodacademy.co.uk/docs/Application%20Form%20In%20Year.pdf).

If the year group is under its PAN, a place will be offered in line with the Academy’s oversubscription criteria.

If the year group is equal to or exceeds the PAN, the child will be added to the Waiting List.

Unsuccessful applicants have the right to appeal to an Independent Appeals Panel. In such instances, parents should e-mail [Admissions@eastwood.southend.sch.uk](mailto:Admissions@eastwood.southend.sch.uk)