



# Yate Academy

## Admission Arrangements for Entry in September 2021

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Version 1.0 -

<b>Policy Owner</b>	Headteacher
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Yate Academy is part of the Greenshaw Learning Trust. The Greenshaw Learning Trust is a charitable company limited by guarantee, registered in England & Wales, company number 7633634, registered at Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

## **Admission Arrangements for Yate Academy for September 2021**

Yate Academy is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

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#### **1 Admissions for entry to Year 7, September 2020**

Yate Academy has a Published Admission Number of 150 for entry into Year 7 in September 2021. Parents must complete their Home Local Authority (LA) Common Application Form (CAF) and return it to their Home Local Authority by the closing date.

##### **1.1 SEN / EHCP**

Children with an Education, Health and Care Plan (EHCP that name the school will be allocated a place before other applicants are considered. In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

Parents of children with an EHCP should contact the SEN Team at South Gloucestershire County Council for further information.

##### **1.21 Priority 1: Looked After Children**

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), and for the purposes of these admissions arrangements includes a

child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. In South Gloucestershire, these children are referred to as children in public care. Children previously in public care are those who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Documentation will need to be provided to South Gloucestershire Council as proof of care status.

1 Under the terms of the Adoption Act 1976 and the Adoption and Children's Act 2002. 2 Under the terms of the Children Act 1989 and the Children and Families Act 2014. 3 Section 14A of the Children Act 1989.

#### **1.22 Priority 2: Children of Permanent Staff**

Where the member of staff has been employed at Yate Academy for two or more consecutive years; or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

In order of the proximity of their home address to Yate Academy, with the closest having the highest priority.

#### **1.23 Priority 3: Feeder Schools - Continuity of Education**

Priority will be given to students based on the need to maintain continuity of educational provision i.e. when moving from Woodlands Primary School or Tyndale Primary school to Yate Academy School.

To meet the criteria of 'continuity of education' students must have been on the roll at Woodlands Primary School or Tyndale Primary School for a minimum of two full academic years, i.e., from the beginning of Year 5 for entry into Year 7 at Yate Academy School.

Exceptions will be made for children who have been in a GLT school for less than two years but who are demonstrably permanently resident within Yate Academy's Area of Prime Responsibility.

#### **1.24 Priority 4: Local Siblings**

Siblings living within the Academy's Area of Prime Responsibility (APR). Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

Where a sibling is in Year 11 or Year 12 at the time of application, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing into the following academic year. Maps showing the Area of Prime Responsibility for the school are available to view on the South Gloucestershire County Council website.

#### **1.25 Priority 5: Geographical Considerations within the Area of Prime Responsibility**

Priority will be given to applications from within the defined Area of Prime Responsibility on the basis of proximity of the child's home address to the school. Distances from home to school are measured in a

straight line between the address point of the child's home and a central point within the main school building using the local authority's computerized mapping system.

#### **1.26 Priority 6: Siblings outside of the Area of Prime Responsibility**

Students who have a sibling at the school who live outside of the Area of Prime Responsibility (APR). Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Year 11 or Year 12 at the time of application, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing into the following academic year.

#### **1.27 Priority 7: Geographical Considerations outside of the Area of Prime Responsibility**

Remaining places will be allocated to those children outside of the defined Area of Prime Responsibility on the basis of proximity of the child's home address to the school. Distances from home to school are measured in a straight line between the address point of the child's home and a central point within the main school building using the local authority's computerized mapping system.

#### **Home Address**

The address on the application must be the child's permanent place of residence. It should not be a business, relative or carer/childminder's address. Parents/carers must not use a temporarily rented address to secure a school place for their child. The only exceptions are for children of UK service personnel for whom special arrangements apply.

The address will normally be the parents' address. If the parents do not live together, it should be the parent with whom the child spends the majority of the time. This will normally be the main address held by the primary school and the address of the parent who receives Child Benefit in respect of the child. This should also be the case if there is a formal equal share custody arrangement between the parents.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

South Gloucestershire Council and The Greenshaw Learning Trust reserves the right to seek documentary evidence to support a claim of residence.

#### **1.28 Tie-break**

Where two or more applicants share priority for a place, e.g. where two children live the same distance from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Lots will be drawn by a senior officer of The Greenshaw Learning Trust who is independent of the school admissions process.

### **1.3 Notification and Acceptance of Offers**

Notification of offers will be sent to parents/carers by their Home Local Authority. Written acceptance of the offer of a place should be received by the Local Authority by the closing date as determined in the offer letter.

An offer found to have been gained fraudulently will be withdrawn.

### **1.4 Late Applications**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a **'good reason'**, you can contact your home LA for further advice.

The same over-subscription criteria is applied to late applications.

### **1.5 Waiting Lists**

Where the school is over-subscribed in the normal admissions round and places have been refused to some applicants a waiting list will be maintained for any vacancies which subsequently occur in the school.

All waiting lists will be prioritised according to the admission criteria and not by reference to the date of joining the waiting list. Parents wishing to remain on the waiting list after the 31<sup>st</sup> December should write to the school by 31<sup>st</sup> December, stating their wish and providing their child's name, date of birth and the name of their current school.

## **2 In Year Admissions**

All other applications for other year groups should be made directly to the school. Parents must complete the In Year Application form and submit it to the school.

Where there are more applicants than places available, waiting lists will operate for each year group according to the oversubscription criteria shown above and without regard to the date the application was received or when a child's name was added to the waiting list.

## **3 Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The head teacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

#### **4 Appeals**

Parents/carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals will be heard by the Independent Appeals Panel established by the Greenshaw Learning Trust to hear the appeal.

Appeals for entry in September 2021 must be received by Friday 23<sup>rd</sup> April 2021 at the latest if these are to be heard by the Independent Appeals Panel by Friday 25<sup>th</sup> June 2021. Appeals received after Friday 23<sup>rd</sup> April where possible, will be heard by Friday 25<sup>th</sup> June; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or Head of Admissions, The Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

## **5 Sixth Form**

The Cotswold Edge is the Sixth Form collaboration of Yate Academy, Brimsham Green and Chipping Sodbury. The post-16 provision will be available across the three sites.

The Sixth Form prospectus and application Form is available to all students via our website at [www.trfyiaorg.uk](http://www.trfyiaorg.uk) or [www.yateacademy.co.uk](http://www.yateacademy.co.uk)

If a student is refused admission, parents/carers and the student have the right to appeal either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.