

## **APPENDIX 4 – THE ADMISSION OF PUPILS TO THE HEREFORD ACADEMY**

### **The Hereford Academy Funding Agreement**

#### **Section – Annexes**

#### **Annex 2 - Arrangements for Admission for pupils at the Hereford Academy**

### **THE ADMISSION OF PUPILS TO THE HEREFORD ACADEMY**

1. This document sets out the admission arrangements for The Hereford Academy. These arrangements are without prejudice to the provisions of Annex 3 to this agreement. The document forms an Annex to the Funding Agreement between The Hereford Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
2. The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by Herefordshire Council and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Herefordshire Council.
3. Notwithstanding these arrangements, the Secretary of State may direct The Hereford Academy to admit a named pupil to The Hereford Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

### **I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

4. The admission arrangements for The Hereford Academy for the year 200~~W~~/200~~X~~ and, subject to any changes approved by the Secretary of State, for subsequent years are:

a) The Hereford Academy has an agreed admission number of 180 pupils. The Hereford Academy will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received;

b) The Hereford Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, The Hereford Academy will consult those listed at paragraphs 18-19 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### **Process of application**

5. Applications for places at the Academy will be made in accordance with LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Herefordshire Council. The Hereford Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by The Hereford Academy Admissions Forum or Herefordshire Council:

a) September - The Hereford Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (eg in September 2006 for admission in September 2007). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Hereford Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September/October - The Hereford Academy will provide opportunities for parents to visit the Academy;
- c) November - CAF to be completed and returned to the LA to administer
- d) LA sends applications to Academy
- e) Academy sends list of pupils to be offered places to LA
- f) February - LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- g) 1<sup>st</sup> March offers made to parents.

### **Consideration of applications**

6. The Hereford Academy will consider all applications for places. Where fewer than 180 applications are received, The Hereford Academy will offer places to all those who have applied.

### **Procedures where The Hereford Academy is oversubscribed**

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

- a) children in public care;
- b) pupils who have a sibling currently attending the school and who will continue to do so on the date of admission;

('sibling' is defined as:

- A brother or sister sharing the same parents\*
- A half brother or half sister, where two children share one common parent\*
- A step brother or step sister, where two children are related by a parent's marriage\*
- An adopted or fostered child\*

\* and living at the same address)

- c) those pupils living nearest to the Academy, with the distance being measured in a straight line from the main entrance of the Academy to the main entrance to the child's home.

### **Operation of waiting lists**

8. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year The Hereford Academy receives more applications for places than there are places available, a waiting list will operate until a month after the admission date. This will be maintained by The Hereford Academy 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.

9. Children's position on the waiting list will be determined solely in accordance with the

oversubscription criteria set out in paragraphs 7a - e of this Annex. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Arrangements for appeals panels**

10. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Hereford 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 Children Schools and Families as it applies to Foundation and Voluntary Aided schools. The determination 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 should prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process.

### **Arrangements for admission to post 16 provision**

11. The Hereford Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment.

12. There will be a right of appeal to the Independent Appeals Panel for unsuccessful applicants.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left The Hereford Academy**

13. Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal.

### **Arrangements for admission of pupils as The Hereford Academy builds to its full capacity**

14. The Hereford Academy will open on 1 September 200~~X~~ with a Published Admission Number relating solely to pupils in Year 7 and, where relevant, Year 12. Pupils in subsequent Years will have been transferred automatically from the predecessor school, Wyebridge Sports College, which will close on 31 August 200~~X~~.

15. During the period from 1 September 200~~X~~ to the admission of Year 7 in September 200~~Y~~ to The Hereford Academy there will not be a Published Admission Number against which to consider applications for admission to all Year groups. Initially in September 200~~X~~ there will be four such Year groups reducing by one in each subsequent academic year.

16. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in The Hereford Academy and the efficient use of resources.

17. There will be a right of appeal to the Independent Appeal Panel for unsuccessful applicants.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

18. The Hereford Academy shall consult each year on its proposed admission arrangements.

19. The Hereford Academy will consult by 1 March:
- a) Herefordshire Council;
  - b) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
  - c) Any other governing body for primary and secondary schools (as far as not falling within paragraph (b) located within the relevant area for consultation.

### **Determination and publication of admission arrangements**

20. Following consultation, The Hereford Academy will consider comments made by those consulted. The Hereford Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

### **Publication of admission arrangements**

21. The Hereford Academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Herefordshire Council;
- b) copies being sent to the offices of Herefordshire Council;
- c) copies being made available without charge on request from the Academy;
- d) copies being sent to public libraries in the area of Herefordshire Council for the purposes of being made available at such libraries for reference by parents and other persons.

22. The published arrangements will set out:

- a) the name and address of the Academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation;
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.

### **Representations about admission arrangements**

23. Where any of those bodies that were consulted, or that should have been consulted, make representations to The Hereford Academy about its admission arrangements, The Hereford Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult The Hereford Academy. Where he judges it appropriate, the Secretary of State may direct The Hereford Academy to amend its admission arrangements.

24. Those consulted have the right to ask The Hereford Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct The Hereford Academy to increase its proposed Published Admissions Number. The Secretary of State will consult The Hereford Academy and will then determine the Published Admission Number.

25. In addition to the provisions at paragraphs 34 and 35 above, the Secretary of State may direct

changes to The Hereford Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

**Proposed changes to admission arrangements by The Hereford Academy after arrangements have been published**

26. Once the admission arrangements have been determined for a particular year and published, The Hereford Academy will propose changes only if there is a major change of circumstances. In such cases, The Hereford Academy must notify those consulted under paragraph 18 – 19 above of the proposed variation and must then apply to the Secretary of State setting out:

- a) the proposed changes;
- b) reasons for wishing to make such changes;
- c) any comments or objections from those entitled to object.

**Need to secure Secretary of State's approval for changes to admission arrangements**

27. The Secretary of State will consider applications from The Hereford Academy to change its admission arrangements only when The Hereford Academy has notified and consulted the proposed changes as outlined at 19 - 20 above.

28. Where The Hereford Academy has consulted on proposed changes The Hereford Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Hereford Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

29. The Secretary of State can approve, modify or reject proposals from The Hereford Academy to change its admission arrangements.

30. Records of applications and admissions shall be kept by The Hereford Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.