

Ormiston Cliff Park Infant Academy

Admissions policy 2021 - 2022

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Policy Version Control

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Ormiston Academies Trust

Admissions policy

Policy Version Control

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I. Policy statement and principles

I.1 Policy aims and principles

This policy is designed to ensure there is an open and fair admissions procedure for all applicants and to help guide parents and their children through the application process. The academy's admissions arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other academy policies do not discourage parents from applying for a place for their child.

This policy details the academies arrangements for admissions and will apply to all admissions from September 2021 to August 2022. This includes in-year admissions within this period.

Parents are encouraged to visit the academy with their child if they are planning to apply for a place. We have a number of open days during the year, these will be publicized in the local paper. Arrangements for visits outside these dates can be made through the academy office 01493 661523.

The Academy Trust will consult on the admissions arrangements at least once every seven years or if there are proposed changes to the admission arrangements which require consultation.

This policy is consistent with all other policies adopted by OAT / the academy and is written in line with current legislation and guidance.

I.2 Monitoring and review

This policy will be reviewed annually or in the following circumstances:

- Changes in legislation and / or government guidance
- As a result of any other significant change or event
- As the result of a decision of an Adjudicator
- In the event that the policy is determined not to be effective

If there are urgent concerns these should be raised to the Executive Principal, k.rutherford@ocpja.co.uk in the first instance for them to determine whether a review of the policy is required in advance of the review date.

2. Academy admissions

The academy admits students between the ages of 4 – 7 years. The main intake is:

- Early years

We encourage entry at the academy's main intake time so as to aid academic progression without interruption, however, applications are welcome for entry in any year.

2.1 Definitions

The academy uses the following definitions when applying this policy:

Distance

This is the straight line distance between the academy main gate and the child's home address (front door) using Ordnance Survey Data. Where two dwellings with the same front entrance the closest dwelling to the front door (lower floor and counting clockwise) will be regarded as being closer to the academy.

Dual address

Where a child lives at two different addresses, the 'home' address will be determined as the address at which the child resides for the majority of school nights. School nights are Sunday night to Thursday night inclusive. In a case where the child spends an equal number of school nights at each address, then the address where the child benefit is paid will be used. Where no child benefit is claimed the address used to register the child with a doctor will be used.

Catchment area

Part of the town of Gorleston. The catchment area can be viewed via Norfolk's online tool www.wherelive.norfolk.gov.uk or you can check your catchment area by phoning Norfolk County Council's Customer Service Centre on 0344 800 8020 for confirmation of the catchment area for Ormiston Cliff Park Infant Academy.

Siblings

A sibling is defined as:

- A brother or sister (including half brothers or sisters) who shares one or both parents, whether or not resident in the same household
- A step brother or sister where the two children are related by a parent's marriage
- An adopted or foster child living in the same household under the terms of the residents order
- Another child living in the same household where the adult has parental responsibility

In the case of twins or other children from multiple births (two or more siblings in one year group) and where only one place is available, the application will be considered together as one application.

2.2 Eligibility criteria

Entry to the academy is subject to the regulations regarding nationality, residency status and eligibility to study in the United Kingdom. Students / pupils are eligible to be admitted to the academy if:

- They are British citizens and / or EU nationals
- They are a non EU national that has –
 - ‘Exceptional’ or ‘Indefinite Leave to Remain’ in this country
 - Refugee status

2.3 Waiting list

If the number of applicants exceeds the number of places available, children who have been refused a place will be automatically placed on a waiting list unless there is a specific request that this should not happen. The child may gain entry to the academy if a place becomes available.

The academy will maintain a waiting list until 31 December following the main academy intake. Each added child will require the list to be ranked again in line with the academy’s oversubscription criteria in which the application was originally considered. Priority will not be given to children based on the date their application was received or the date when they were added to the list.

2.4 Withdrawal of a place

The academy will only withdraw an offer of a place if:

- The place was offered in error
- Acceptance of the place was not received in a reasonable period of time
- The offer was obtained through a fraudulent or intentionally misleading application (the academy may request evidence to ensure the child meets the admissions criteria) – if this occurs the application will be considered afresh

The academy will not withdraw the place if the student has started at the academy unless the place was obtained fraudulently. If this is the case then the academy will decide whether to withdraw the place based on the circumstances including the length of time the child has been at the academy.

2.5 Admission of children outside their normal age group

Once our admissions arrangements have been determined we will notify the appropriate bodies and publish a copy of the determined arrangements on our website.

2.6 Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. If parents wish to do this they must contact, in the first instance, NCC Admission Authority admissions@norfolk.gov.uk Contact with the academy must be made, via telephone 01493 661523 or by email to office@ocpia.co.uk, at the earliest opportunity to avoid any delays in the application process.

The decision whether a child is admitted outside of their normal age group will be made on a case by case basis

by the academy's governing body. A panel of at least three governors will consider the admission request based on the student's:

- Academic ability
- Social and emotional development
- Views of the parents and principal; and
- Any additional relevant information available

The panel will have to be satisfied that the child would be able to cope with the work of the year applied for and that the student would be able to cope with the personal development whilst being with a year group who are of a different age. In order to support any application parents will need to submit evidence to demonstrate that the admission into a different year group is in the best interests of the child.

Once the governing body has made a decision the child can then apply to the academy using the process detailed in this policy. Parents have a statutory right to appeal against the refusal of a place however this right does not apply if the child is offered a place at the academy but it is not in their preferred age group.

2.7 Complaints about admissions arrangements

Any person, or body, can make an objection to the Schools Adjudicator when they consider the academy's arrangements are unlawful, or not in compliance with the School Admissions Code / relevant legislation relating to admissions.

Complaints about the appeals panel can be made to the Secretary of State.

3. Early year's admissions

The process detailed in this section is for admissions for the academy early years provision. For further information on this process please contact k.rutherford@ocpja.co.uk

Number of spaces (PAN)

The academy has an agreed admission number of 80.

For years other than the relevant age group (ie. Reception) the academy considers that 80 is the capacity for each year.

For Reception, year 1 and Year 2 the Infant Class Size Regulations apply which means that you may not have more than 30 pupils in a class with a single teacher unless exceptional circumstances (as listed in the School Admissions Code) apply.

Application process

Applications for the September 2021 academic year begins 27.09.2020. The closing date for applications for this year is 15th January 2021.

Appeals will be held during June and July.

Ormiston Cliff Park Infant Academy requires parents to apply via Norfolk County Council's common application process to apply for a place for their child(ren).

Admissions website: admissions@norfolk.gov.uk

Children's Services Department, Admissions, 8th Floor, County Hall, Martineau Lane, Norwich, NR1 2DL, Tel: 0344 800 8020.

All offers of infant places will be made through the local authority (LA). The academy will not contact parents about the outcome of their application until the offer from the local authority has been received. All offers will be made on the primary national offer day (16th April or the next working day).

Late applications will not be considered until all other applications have been reviewed.

Selection criteria

All parents of children who will be 4+ on 1st September 2021 may apply for a full time place from September 2021. Parents are entitled to defer their admission or request that their child attend on a part time basis, however, the child must start school on a full time basis on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March.

Where a parent defers their start date the place is held and cannot be offered to another child.

However, the admission can only be delayed within the academic year. This means the admission must take place by the summer term 2022.

Where a request is agreed their application will be considered alongside all other applications for a Reception place and will be prioritized using the over-subscription rules as published.

If the number of applications is less than the number of spaces then all children will be offered places.

Oversubscription criteria

Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the academy is named in the Statement or Plan, will be admitted and the number of available places will reduce accordingly. Thereafter if the school is oversubscribed priority for admission will be given to those children who meet the criteria set out below, in order:

If the academy receives more applications than there are available places, priority for admission will be given to those children who meet the oversubscription criteria set out below:

- 1 Looked After and previously Looked After children (previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a Child Arrangements Order or Residence Order or Special Guardianship Order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (definition used as in Section 22(1) of the Children Act 1989).
- 2 Children who live in the catchment area and have siblings attending the academy at the time of their admission.
- 3 Children who live within the catchment area.
- 4 Children who live outside of the catchment area with siblings attending the academy at the time of their admission.
- 5 Children living outside the catchment area and have no siblings attending the academy at the time of admission.
- 6 Other children by distance from the school, with priority for admission given to children who live nearest to the school as measured by using Ordnance Survey data to plot an address in this system. Distances are measured from the main entrance of the child's home to the main entrance of the school as specified in the school information pack.
- 7 Random allocation will be used as a tie-break in category '6' above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

In-year admissions

Any applications made outside the main intake period will be dealt with in accordance with the process for early years detailed in this section.

In-year admissions forms can be obtained from admissions@norfolk.gov.uk. If there are more applications than places available, the academy will apply the oversubscription criteria above to establish priority.

Students included in the Fair Access Protocol will take precedence over those held on the waiting list. Once a student has been identified for admission to the academy under the Fair Access Protocol the academy will notify the local authority within seven calendar days of the decision to accept or refuse the student's admission.

If the academy refuses entry, the local authority may request a direction from the Education Funding Agency (on behalf of the Secretary of State). The academy will set out its reasons for refusal in writing to the local authority within 15 calendar days (for CLA this is reduced to seven calendar days) and may make further representations directly to the EFA (these will be made within seven calendar days). The decision of the Secretary of State will be binding upon the academy.



Unsuccessful applications

The academy will inform the child's parent if a decision has been made to refuse their child a place at the academy for which they have applied, this will include the reason why admission was refused. Information about the right to appeal, deadlines and contact details can be found on the Norfolk County Council website.