

## CURRICULUM POLICIES

### ADMISSIONS POLICY FOR ACADEMIC YEAR 2018/19

**Approved by BET Board: March 2016**

**Reviewed by BET Board: November 2017**

**Next date for review: March 2018**

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#### 1. Introduction

- 1.1 The admission authority for Paignton Community and Sports Academy (the Academy) is Bay Education Trust.
- 1.2 Bay Education Trust is a Multi-Academy Trust. Two primary schools in Torbay also belong to the Trust: Curledge Street Primary Academy and Kings Ash Primary Academy.
- 1.3 The Admission Policies for all three schools is the responsibility of the Board of Directors of Bay Education Trust.
- 1.4 The purpose of the policy is to ensure all places at each Academy are allocated and offered in an open, fair and transparent way.

#### 2. Paignton Community and Sports Academy

- 2.1 The Academy will admit up to 300 pupils in Year 7. This is its Published Admission Number (PAN).
- 2.2 In line with the Schools Admission Code, the Academy will participate in the coordinated admissions scheme for Torbay LA and provide the LA with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Key dates for admission to Paignton Community and Sports Academy in September are set out at the end of this policy.
- 2.3 If the Academy receives 300 or less applications to join Year 7 in September it will admit all students.
- 2.4 In the event that more than 300 students apply it will operate the following Over-subscription Criteria include in here

### **3. Over-subscription Criteria**

3.1 Children with a statement of Special Educational Needs or Education, Health and Care Plan which names the Academy on the Statement will have automatic entitlement to a place at the Academy.

- I. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements residence or special guardianship order.
- II. Children living in the designated area who will have a sibling attending the academy at the time of application.
- III. Other children living in the designated area.
- IV. Children living outside the designated area who will have a sibling attending the academy at the time of application.
- V. Children living outside the designated area.

3.2 Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the school. Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS) - the shorter the distance the higher the priority. Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system. The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

3.3 Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN) wherever possible. Where that is not possible parents will be invited to decide which of the children should be allocated the available place(s). Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.

### **4. Definitions**

4.1 Siblings: children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4.2 Home address: address of the person with parental responsibility for the child and with whom the child lives for the majority of the week, at the time of application. Where a

child resides through shared custody, the address will be with the parent who receives child benefit.

## **5. The Academy's Admissions Panel**

5.1 The Academy's Admissions Panel will consist of the Principal, Deputy Principal - Curriculum, the designated Academy's Admissions Officer, plus 3 members of the Bay Education Trust Board. This Panel will be responsible for the allocation of places in the Academy and it is not possible for any individual member to allocate a place.

## **6. Appeals Process**

6.1 If an applicant is not satisfied with the final outcome of the application process, and there are exceptional circumstances supporting an application for a place, then an appeal may be made. Applicants have the right to appeal, which may be exercised at their discretion, in accordance with the procedure laid down in the TIPS booklet, obtainable from Paignton Community and Sports Academy, Waterleat Road, Paignton TQ3 3WA or the Torbay Independent Appeals Panel, c/o Democratic Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Enquiries can also be made to Children's Services on 01803 208908.

6.2 The Appeals Panel, which is independent of the Academy and the LA will convene a meeting to determine the case. Parents are encouraged to attend this meeting. Parents cannot appeal again in the same academic year unless there have been significant and material changes in parents' circumstances and that if they feel there are such circumstances they need to make a fresh application. The Panel's decision is legally binding on the parents and the Academy.

## **7. Local Authority's Policy on School Transport**

7.1 Free transport maybe provided to the nearest school/academy where the LA can offer a place, provided the distance is beyond the statutory walking distance of three miles. If a parent/carer chooses to send their child to a school/academy which does not qualify for free transport, as explained above, the journey to the school/academy will be their responsibility. Further details of transport arrangements can be obtained from the LA and are included in its TIPS booklet.

## **8. Admission of children outside their normal age group**

8.1 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 will be asked to provide supporting information for their application, together with professional evidence if relevant. This information will then be considered by the Head and Board of Directors who will make the final decision as the admission authority.

8.2 The admission authority will take a number of factors into account, including

- the parent's views
- information about the child's academic, social and emotional development
- medical history and the views of medical professionals where appropriate
- whether the child has previously been educated out of their normal age group

8.3 The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision. Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

## **9. Admissions after the start of the Initial Year of Entry (Year 7)**

9.1 These are defined as applications received after the start of the initial year of entry (Year7). At this point, the admissions round is deemed to have ended and applications are considered to be "mid phase."

9.2 Applicants will be dealt with in accordance with the admissions arrangements for the Academy, the co-ordinated scheme for in year admissions and the Academy Admissions Code.

The admission number for Years 8 – 11 is 300.

## **10. Casual Admissions (Mid-Phase Admissions)**

10.1 Casual admissions are progressed by staff in the Admissions and Student Services Team at the LA in conjunction with the Academy. The priority order for casual admissions is contained in the TIPS4 booklet which can be obtained from the authority.

## **11. Waiting Lists**

11.1 A waiting list will be maintained after the Allocation Day (March 2017) until 31<sup>st</sup> December 2017. Children will be ranked in the same order as the over-subscription criteria.

## **12. Fair Access Protocol**

12.1 The LA and the other admissions authorities in Torbay have agreed a Fair Access Protocol which governs the admission of children who have no academy place and those with challenging behaviour. A copy of the protocol is available from Torbay LA Admissions and Student Services, telephone 01803 208908.

**KEY DATES FOR ADMISSION TO  
PAIGNTON COMMUNITY & SPORTS ACADEMY  
IN SEPTEMBER 2018**

1 September 2017	Torbay Council website opens for online applications and paper forms available
8 September 2017	Closing date for receipt of Registration Forms for grammar schools
16 September 2017	Selective testing day
18 October 2017	Parents notified of outcomes of selective testing
31 October 2017	Closing date for Common Application Forms
17 November 2017	LA sends pupil information to other LAs
24 November 2017	LA sends pupil information to other admitting authorities
12 January 2018	Foundation/VA schools and Academies return ranked lists
5 February 2018	LA applies agreed scheme for Torbay secondary schools and informs other LAs of offers made to its residents. Address changes accepted until this date except where different deadline set by an admission authority.
22 February 2018	Schools informed of allocation of pupils
1 March 2018	National Allocation Day. Allocation letters sent to parents by second class post. Online applicants receive email notification of allocation.
15 March 2018	Deadline for 2 <sup>nd</sup> round applications & changes of preference
29 March 2018	Decisions on 2 <sup>nd</sup> round applications and allocations where no application made
17 April 2018	Closing date for receipt of 1 <sup>st</sup> round appeals to be included in main body of appeal hearings
18 May 2018	Closing date for receipt of 2 <sup>nd</sup> round appeals
May/June 2018	Appeals
3 September 2018	Date on which applications become In Year applications