

Ansford Academy

Admission Arrangements for Transferring to year 7 in September 2013 or joining a year group during the 2013/14 academic year

1.0 Introduction

The Governing Body is the Admissions Authority for Ansford Academy.

The governors admission arrangements and practices comply will fully with the requirements of the School Admissions Code and School Admissions Appeals Code. All admission decisions are taken by an Admissions Committee which comprises of at least three governors present at each admissions meeting.

Ansford Academy operates a designated catchment area. Please note, this been altered for the 2013/14 academic year and forms part of the oversubscription criteria used to allocate available places if the school becomes oversubscribed.

The academy caters for students aged 11 -1 6.

Governors liaise with the Local Authority, which is required to co-ordinates admission arrangements for all young people in Somerset. Therefore, this document should be read in conjunction with the Somerset Local Authority published Co-ordinated Admissions Scheme for September 2013 which is available from Somerset County Council. (See contact details at end of this document).

2.0 Published Admission Number and admission limit

The Published Admission Number for year 7 and the admission limit for all other years groups is **152**.

The governors will normally admit up to this number of pupils in each year group, although reserve the right to admit over this limit providing it will not prove detrimental to the learning of students.

3.0 The Application Process

(a) Applications to transfer to year 7 in September 2013

These applications must be submitted using the 'Common Application Form' which is available from Local Authorities or from the office at Ansford Academy. Completed application forms can be submitted electronically or on paper and must be sent directly to the applicants home Local Authority, to be received no later than 23.59 hours on 31 October 2012. Application forms for children to start in year 7 which are delivered or post marked after 23.59 hours on 31 October 2012 will be recorded as late and cannot be administered until all on time applications have been considered.

Somerset Local Authority will forward all September 2013 applications to the Governing Body for decisions. If there are more applications than places available, the governors will rank them against the published oversubscription criteria set out below. The governors' decisions will be notified to

Somerset Local Authority for final co-ordination after which decision letters will be sent out by the applicants home Local Authority on 1 March 2013 by email or second class letter post.

(b) Applications to join any year group during the academic year (in-year)

Applications must be submitted using the governors, in-year application form which is available from the school office or to download from the school website. Applications may be submitted directly to the school office at any time during the academic year (see contact details at the end of these arrangements).

The Governors' Admissions Committee will consider applications on a weekly basis and applicants will receive a written response within **10** school days following receipt of the application. Where a school place is offered it will be held open for 21 school days and applicants will need to confirm acceptance within this time.

4.0 Over Subscription Criteria

Following the admission of any children with a Special Educational Needs Statement naming Ansford Academy, the governors will consider all other applications. If the number of applications for admission exceeds the Published Admission Number (PAN), or admission limit for the year group concerned, the Governors will apply the following Oversubscription Criteria to every application received and rank children in priority order, admitting up to the PAN or admission limit and refusing all other applications.

1. Looked After Children – Children who are in the care of a Local Authority or have been previously and are now formally adopted
2. Children entitled to receive free school meals
3. Children living within the designated Ansford Academy catchment area who will have sibling(s) attending the academy at the time of admission
4. Children living within the designated Ansford Academy catchment area
5. Children who attend one of the identified feeder primary schools in year 6
6. Children of permanent staff employed at the academy for at least two years prior to application
7. Children not satisfying a higher criterion

5.0 Tie Breaker

A tie breaker will be applied where the Admission Number is reached part way through any oversubscription criterion and there is a need to decide which children meeting this criterion are to be allocated places and which are to be refused. For this purpose, a straight line measurement will be calculated between home and school for each child falling within the particular criterion. Places will be allocated to those children living nearest to the school by straight line, according to a Geographic Information System (GIS) measurement. Where two straight line distances are exactly equal, priority for available places will be decided by drawing lots independently.

Twins or multiple birth children of the same family and living at the same address will all be admitted regardless of the Admission Number.

6.0 Catchment Map

A copy of the Ansford Academy designated catchment map can be viewed by arrangements with the school office, or viewed electronically on the Somerset Local Authority website www.somerset.gov.uk/admissions

Ansford Academy catchment area includes the following primary schools: Castle Cary Primary School, Ditchheat Primary School, Evercreech Primary School, Keinton Mandeville Primary School, Lovington Primary School, North Cadbury Primary School and Countess Gytha Primary School. The academy considers applications from outside the catchment area in line with the Admission Policy.

The Academy is consulting on including Upton Noble Primary School's catchment area with effect from September 2012.

7.0 Right of Appeal

Applicants whose school place application is turned down have the legal right to appeal to the Governing Body against this decision. Details concerning how to appeal will be explained in the decision letter.

8.0 Waiting lists

Waiting lists will be maintained for every oversubscribed year group during the 2013/14 academic year. These lists will hold the names of every child formally refused admission; in ranked order according to the oversubscription criteria. If a place becomes available within the Published Admission Number or admission limit, this will be offered for the highest ranked child at that time.

9.0 Withdrawing places

The Governing Body reserves the right to withdraw the offer of a place if;

- An address is found to have been fraudulently used to support an application.
- The child has not started at the School within 21 days of the agreed start date

10.0 Statement of Special Educational Needs

Students with a current Statement of Educational Needs naming Ansford Academy must be legally allocated a place within the Admission Number before any other students are considered or the Oversubscription Criteria are applied.

11.0 Retained or Accelerated entry

- The governors will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of the child's chronological age year group. The reasons for the request must be fully explained in a separate letter submitted at the same time as the application form. Without full supporting information, the request cannot be considered.

12.0 Children from Overseas

The governors will not allocate a place to anyone moving into the country from abroad prior to their arrival in the county. Governors will require proof of residency – see definitions. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

13.0 Glossary and Definitions

Siblings

For the purposes of Admissions, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister, or children of the same household.

Parent

Natural parents, whether they are married or not, any person who although not a natural parent, has parental responsibility for a child or young person. Any person who although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a formal lease agreement. An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight line measurement from the address point of the home to the address point of the school using a Geographical Information System (GIS) method. Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail. In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

14.0 Contact information

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