



Ocean Academy Poole

an Aspirations Academy

Ocean Academy Poole Admissions Policy

The following information is for admissions for the academic year 2018/19

THE ADMISSION OF STUDENTS TO OCEAN ACADEMY POOLE

This policy sets out the admission arrangements for the **Ocean Academy Poole**. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and academies, and with the law on admissions as it applies to publicly funded 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 the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA, including the local Fair Access Protocol.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2018/19 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a. The Academy has an agreed admission number of 90 pupils. The Academy will accordingly admit at least 90 pupils in to Year 3 each year if sufficient applications are received;
- b. The 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 Academy will consult. 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.

Admission arrangements

The Academy Governors have agreed to admit 90 pupils to all year groups. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available in Year 3 classes, after the admission of students with statements of Special Educational Needs or an Education, Health and Care Plan where the Academy is named on the statement/plan, the following criteria will be applied to determine those children that will be offered places. Pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan issued by a local authority naming a specific school where a pupil should receive his/her education will be admitted to the Academy before preferences are considered for admission in September.

The criteria are listed in priority order:

Year 3

1. Looked after children and children who were looked after, but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children with a sibling attending the school in the academic year of admission
3. Children of staff at the school:
 - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made

or

- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who have the shortest distance between home and Ocean Academy Poole measured by shortest safe walking distance.

Tie break

If the Academy is oversubscribed in any of the categories 1, 2, and 3 above, pupils who live closest to the Academy will be given priority. The distance is measured by a Geographical Information System and is measured by using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e cycleways) from the nearest point on the public highway to the centre point of the pupil's home address to a point opposite the nearest approved access on school property that is for the use of pupils. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admissions cycle i.e. September in the year prior to admission. Any footpaths or roads added after this time will not be taken into consideration until the next academic year of application. If the distance measurement is equal for two or more applicants, the place will be allocated by the drawing of lots, by a member of Academy staff who has no involvement in the admissions process.

Siblings

Priority will be given to those who have a brother or sister attending Ocean Academy Poole at the time of admission but not application. This means that there will be no sibling connection for admission purposes for applicants for entry to Year 3 if they have a brother or sister in Year 6 at the time of application.

The definition of a brother or sister is:

- A brother or sister sharing the same parents
- Half-brother or half-sister, where two children share one common parent
- Step-brother or step-sister, where two children are related by a parent's marriage
- Adopted or foster children

Where the final place in a year group is offered to one of twins, triplets or other children from multiple births living at a single address, the place will be allocated by drawing of lots, by a member of Academy staff who has no involvement in the admissions process.

Proof of home address

The home address of a child is considered to be his/her permanent residence. The address must be the child's only or main residence. Documentary evidence may be required. Proof of permanent home address includes current council tax, statements, utility bills, residence orders or any other documentation considered appropriate. Documents will only be used for the purpose of verifying an applicant's home address.

Where a child spends time with parents at more than one address, then the address given should be the one of the prime carer. The prime carer is the parent in whose name Child Benefit payments are made.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started at the Academy.

Waiting List

Parents / Carers whose applications have not been successful may request that children's names be placed on the waiting list for one academic year. The waiting list is ranked using the over subscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the Academy or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

Pupils with Disabilities

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equalities Act 2010 (amended). Ocean Academy Poole will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

Late Applications

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

Admission of children outside their normal age group

The Academy will consider any request for a child to be admitted in a year group outside of their normal age group individually, with regard to the individual circumstances of that child.

Independent Admissions Appeal Committee

Parents who are not offered a place for their child are entitled to an appeal constituted and operated in accordance with the School Admissions Appeals Code. Parents wishing to appeal in these circumstances should complete an appeal form available from the Academy. The form should be sent to the Clerk to the

Appeal Committee, via the Academy, within 20 school working days from the notification of the decision not to admit.

C. In Year Admissions

Fair Access (including Children Moving into the Area)

The above criteria will be applied if in-year vacancies arise during the school year and there are more applicants than places.

Ocean Academy Poole adheres to guidelines set out in the 'In-Year Fair Access Protocol'. This protocol includes provision for those who move into the area outside of the normal admission round for their year group.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Ocean Academy Poole will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

The Consultation Period will follow the procedures laid out in the School Admissions Code.

The Academy will consult:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;
- c) All other admission authorities for primary and secondary schools located within the relevant area
- d) The local authority;
- e) Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Determination and publication of admission arrangements

Ocean Academy Poole will determine its admission arrangements every year, even if they have not changed from previous years, by 28 February.

Publication of admission arrangements

Ocean Academy Poole will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the Local Authority before 15 March.

Representations about admission arrangements

Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the 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, anyone who objects to the Academy's admission arrangements can make an objection to the Schools Adjudicator. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the information that the local authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise.

Those consulted have the right to ask the 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 Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.

In addition to the provisions above, the Secretary of State may direct changes to the 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 Academy after arrangements have been published

Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 16 above of the proposed variation and must then apply to the Schools Adjudicator setting out:

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

Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.

A handwritten signature in blue ink, appearing to be 'J.R.', is located at the bottom left of the page.