



**Magna Academy Poole**  
an Aspirations Academy

## **Admissions Policy 2019/2020**

## THE ADMISSION OF STUDENTS TO MAGNA ACADEMY POOLE

This document sets out the admission arrangements for Magna Academy Poole.

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 (the School Admissions Code and the School Admission Appeals Code) 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 Aspirations Academies Trust. The Academy will take part in the Admissions Forum set up by Poole LA and have regard to its advice; it will also participate in the co-ordinated admission arrangements operated by Poole LA.

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

### ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

- a) The admission arrangements for Magna Academy Poole for the year 2019/20 and for subsequent years are: Magna Academy Poole has an agreed admission number of 180 students in Year 7. The Academy will accordingly admit 180 students into Year 7 if sufficient applications are received. Magna Academy Poole has an agreed admission number of 60 students in Year 12 for students from **outside Magna Academy Poole**. Magna Academy Poole may set a higher admission number as its Published Admission Number for any specific year. The Academy is not required to consult on any proposed increase to the PAN; however, it must notify the Local Authority of the increase and specify the changes on the Academy website. Students 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 FOR YEAR 7

The Local Authority Common Admissions Form (CAF – secondary) must be completed and returned to the Local Authority for all admissions to Magna Academy Poole by 31<sup>st</sup> October 2018.

All applicants\* to the Academy will be required to sit a Cognitive Ability Test. This will be sat in the September of the year that applications for places are made. There will be a choice of two Test days. This means that year 6 pupils who are considering applying for a place at the Academy in October will sit the test in the September/October 2018.

*\*It is not compulsory for looked after or previously looked after children, or children whose statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) names the Academy to sit the test, however, it is strongly recommended as the test will enable appropriate interventions and support to be readily available from the start of term.*

Any student ill on the day of the test will be provided with an opportunity to sit the test on an alternative day, provided the illness is supported by an official medical note.

Any student who applies for a place at the Academy on time without having sat the test will be offered the opportunity to sit the test before the final place allocations are made in March 2019.

Any student with identified Special Educational Needs will be provided with support in the test in line with usual examination arrangements.

The Cognitive Ability Test is not a pass or fail test. It is used to allocate each applicant to an ability band. There will be 3 ability bands, (low, middle and high)- the percentage of places available in each band will be determined by the profile of the national distribution of ability. This will be determined by GL Assessment who administer the test. Parents will be informed of the test result before the closing date for application of 31<sup>st</sup> October 2018. The percentages of places in each band will vary from year to year, however, as a guide, the national ability profile for 2017 entry was Low ability = 23%, Middle ability = 54% and High ability = 23%.

An advert inviting all interested Year 6 pupils to apply to sit the Magna Academy Poole test will be placed in local newspapers and on the Academy website as well as through a letter to parents sent out to all local primary and junior schools within a three-mile radius of the Academy. Parents will be asked to contact the Academy to ask for their child to sit the test.

Following this application to sit the test a letter of invitation will be sent out by post, which will constitute the Test Registration Card (on which the following information is included: Student's Name, Test Session, Unique Child Number and Registration Desk number for the test. **This Test Registration Card MUST be brought by the student to the relevant test session. The student WILL NOT be allowed to sit the test without the Test Registration Card** as this is proof of the child's identity at the child's home address. Students who apply but have not yet sat the test will be invited to take the tests by letter sent to the address stated on the Common Application Form.

Notification of Offer of Places: Parents will be informed by Poole Local Authority (or their home authority if they do not live in Poole) which school they have been allocated in writing by a letter posted on 1<sup>st</sup> March 2019. Parents are asked to confirm their acceptance of the offer with the Local Authority in which they live by 16<sup>th</sup> March 2019.

Parents and students who have been offered a place at Magna Academy will then be offered an opportunity to visit the Academy before September 2019 and meet staff as part of preparing them to give them the best possible start in the Academy.

### **Procedures where the Academy is oversubscribed for places in Year 7 (Section A)**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:

Applications will be considered against the ability band in which the applicant is placed by the Cognitive Ability Test score. The number of places available in each ability band will be determined by GL Assessment (who administer the Cognitive Ability Test) by matching the percentage of places in each band to the national ability profile for the same test. After the admission of students whose statements of Special Educational Needs or Education, Health and Care Plans name the Academy, the following criteria will be applied to determine those children that will be offered places within each band.

The criteria are listed in priority order:

- i. Looked after children (NB 2) and children who were looked after, but ceased to be so because they were adopted (NB 3) (or became subject to a residence order (NB 4) or special guardianship order (NB 5). Such students will be given top priority in each band before the oversubscription criteria is applied. If a child in this category has not taken the test, they will still be given priority over all other children with the exception of those with either a statement of SEN or an EHCP which names the Academy.
- ii. Children with a sibling already at the Academy, ordered by shortest distance between home and Magna Academy Poole (see Note 1)
- iii. Children who currently attend a Primary Aspirations Academy in Poole\*, currently Ocean Academy Poole, ordered by shortest distance between home and Magna Academy Poole. \*The philosophy of the Aspirations Academies Trust considers all-through, age 2-19 education to be very effective practice and bring many educational benefits to our young people and their parents. Magna Academy Poole works very closely with the staff and pupils at Ocean Academy Poole with many shared staff and joint initiatives in place.
- iv. Children of staff in either or both of the following circumstances:
  - 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 to the school is made and/or
  - b) children of newly appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2014) (see Note 4)
- v. Children who have the shortest distance between home and Magna Academy Poole (see Notes 2 and 3)

If at the end of this process, there are unallocated places in any band these will be filled by unallocated applicants from the next nearest band(s) using the same allocation criteria set out above. If the middle band has unallocated places and there are unallocated pupils in both the two other bands then each alternate place will be filled by either the low band or the high band, starting with the low band.

## Continued Interest List (Waiting List)

A continued interest list (waiting list) will be maintained for Year 7 until 31 December of the year of entry. Applications for places will be ranked in the same order as the over-subscription criteria below. Parents will be notified that their child has been placed on a continued interest list but they cannot be given any indication of the likelihood of being offered a place. As soon as a place becomes vacant, Magna Academy Poole Admissions Authority will fill the vacancy from the continued interest list (as required by the Coordinated Admissions). The continued interest list will be maintained, according to the Local Authority's schedule.

## Appeals Process

Unsuccessful applicants may appeal for a place in the Academy. Parents wishing to appeal should write to the Academy to request appeals papers. The letter should be addressed to the Principal, Magna Academy Poole, Ashdown Close, Poole. BH17 8RE. Appeals will be heard by a panel which is independent of the Academy and the Governors.

## Late Applications

Applications received after the closing date will only be considered alongside those received by the closing date under the following circumstances:

- The family was unable to comply with the admissions timetable because of exceptional circumstances, e.g. medical need, which prevented the application arriving on time – the circumstances must be given in writing and attached to the application form.

Applications received after the notification date (i.e. after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest will be kept until the last day of December. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. This means that a child's position on any waiting list can move down as well as up.

## Withdrawing an offer or a place

The admissions authority, Aspirations Academies Trust, **will not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admissions authority **will** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **will** be considered afresh, and a right of appeal offered if an offer is refused.

## Additional Notes

NB:

1. *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 Equality Act 2010.*
2. *A 'looked after child' is a child who (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to a school.*
3. *Under the terms of the Adoption and Children Act 2001. See Section 46 (adoption orders).*
4. *Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.*
5. *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individual to be a child's special guardian (or special guardians).*

**Note 1:** *In all categories, priority will be given to those who have a brother or sister attending Magna Academy*

Poole at the time of admission but not application. This means that there will be no sibling connection for admission purposes as follows:

1) applicants for entry to Year 7 if they have a brother or sister in Year 11 unless there is an application recording an expressed intention of the sibling staying on into Year 12

2) applicants for entry to Year 7 if they have a brother or sister in Year 13

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 a place in a year group is offered to one of twins, triplets or other children from multiple births living at a single address, the admissions authority will offer a place at the Academy to the other child(ren).

*Note 2: 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. 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. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner at will be considered as the address for the prime carer.*

**Note 3:** Priority will be given to those children who live closest to the school by the nearest designated safe walking route as defined on the Geographic Information System, measured from the centre point of the land parcel of the child's home address.

**Note 4:** Magna Academy Poole Admissions Authority may offer a place to a child or children to a new appointee despite this being in excess of the published admission number.

**Note 5:** In relation to each of the oversubscription admissions criteria, either for Year 7 or in-year, if there are insufficient places to accommodate all applicants and the distance criterion is used, the Academy will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an Academy administrator who has no involvement in the school admission process.

### **Arrangements for admission to Post 16 provision (Section B)**

Every student in Year 11 at Magna Academy Poole is entitled to a place in the Sixth Form providing there is a course suitable for him/her and the student meets the entry requirements. Entry into Year 12 from students outside Magna Academy Poole has been set to 60. After the admission of students whose statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) names the Academy, the following criteria will be applied:

#### **Over-subscription Admissions Criteria:**

1. Looked after children (NB 3) and children who were looked after, but ceased to be so because they were adopted (NB 4) (or became subject to a residence order (NB5) or special guardianship order (NB 6)). Such students should meet the academic requirements for the level of course applied for as published in the Academy prospectus.
2. Those with a sibling already at the Academy, who meet the academic requirements for the level of course applied for, as published in the Academy prospectus (see Note 1 above for definition of sibling).
3. Children who have the shortest distance between home and Magna Academy Poole, who meet the

academic requirements for the level of course applied for, as published in the Academy prospectus (see Notes 2 and 3 above).

### **Sixth Form Application Procedure:**

All external students interested in a place at Magna Academy Poole Sixth Form should complete an application form available directly from the Academy or online from the Academy website.

### **Late Applications:**

Late applications will be considered, although it will be more difficult to comply with preferences. Applications received after the notification date (after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest will be kept until the last day of December.

### **Arrangements for In Year Admissions**

- All applications made during the academic year (in year admissions) including applications in and outside of the normal year of entry for Years 7, 8, 9, 10 and 11, must be made to the Academy (via Poole local authority). All such applications will be considered and if the year group applied for has a place available the Academy will admit the child unless the applicant has significant behavioural issues, in which case the child will be referred to the Local Authority Fair Access panel. Such referrals will only occur where the student concerned has been previously excluded from two or more schools, or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. If more applications are received than there are places available, the oversubscription criteria above for year 7 or for post -16 places shall apply.
- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.
- A waiting list will not be held by the Academy for In Year Admissions in Year 8, 9, 10 or 11 or for In Year admissions for Year 7 after 31 December of the first year. All In Year applications will need to be made to the Academy and will be allocated under the admissions criteria, when a place becomes available. Any places allocated under in- year admissions will be notified to the LA to allow it to update its records.
- Although most children will be admitted to the Academy within their own age group, parents can request consideration for an out of year group place. The Academy will make decisions on the year group of entry to be offered on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

### **Fair Access Admissions:**

Magna Academy Poole will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Secondary Schools will also be given consideration as part of the adherence to the Admissions Code.

### **Admission of children outside of their normal year group**

The Aspirations Academies Trust as a general rule does not recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the view of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Principal of the Academy will discuss the issue with either the Executive Principal or Chief Executive before making a decision. When informing a parent of their decision on the year group the child should be admitted to, the admissions authority **will** set out clearly the reasons for their decision.

### **ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS Consultation**

Magna 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**

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

#### **Publication of admission arrangements**

Magna 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**

The Academy will consider representations about its admission arrangements before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies that 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 8 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 25 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 black ink, appearing to read 'Ken Rose', with a small dot at the end.

Ken Rose

Chair of Governors

