



IN YEAR Admissions Policy 2018-19

Ilsham Church of England Academy

Agreed and determined by Full Board Committee: 20 October 2016
Date for Review: September 2017

TOGETHER WE EMPOWER EXCELLENCE

**Ilsham Church of England Academy
In Year Admissions Policy 2018-19**

1. General Information

Ilsham Church of England Academy is an academy within The Learning Academy Partnership (South West) which offers a distinctively Christian education to all those who desire it, and being inclusive of those of all faiths and of none. The Partnership has a Church of England Foundation. Ellacombe Academy asks all parents applying for a place here to respect the Trust's Church of England ethos and its importance to the Academy community.

The Board of Directors is the Admissions Authority for Ellacombe Academy. This policy details the admission arrangements for our Academy and should be read in conjunction with the Primary and In Year Co-ordinated Schemes and other agreed policies of Torbay Local Authority. All policies and procedures seek to comply with the requirements of the School Admissions Code.

It is the Directors' Policy that pupils will be taught within their normal age group. They will only consider an exception to this if there are extreme extenuating circumstances.

The definition of an In-year admission is an application received for any year group at any time other than the normal round of admissions when children can join our Academy in their Reception year; the September after the child's 4th birthday

2. Visiting our Academy

We strongly encourage visits from parents and children considering applying for a place here. This is an opportunity for parents to make an informed decision about the academy. If you would like to visit our Academy, you should contact the Academy to make an appointment.

3. Admission Application

All parents must make an 'In Year Application' for their child to be admitted to our academy, using the form attached to this policy.

Before completing the form, please note that:

- You may not be offered a place until you have confirmation of a new property purchase through a solicitor, a rental agreement or an offer of employment.
- you should tell us the date from which you need the place and, if a place can be offered, this will normally be held for a month. It may not be possible to reserve places for more than a month at a time in advance of a move to the area.
- if a child is moving between different carers, we may need some evidence to confirm the domestic situation so that a decision can be made about whether or not a place can be allocated
- you must have parental responsibility to apply for a school place for your child. If you are caring for someone else's child it is important you state your relationship to the child on your application.
- you must use your home address for your application, not a business address, child-minder's address or any other address.

If you are not moving house but want to change school, please note that:

- If you already live in Torbay and you are applying for a school place because your child is not happy at his/her present school, we advise you not to make any quick decisions. Many children will become unsettled by a change of school environment and may suffer emotionally as well as academically.

- if you are seeking a transfer of school, you should first of all discuss the situation with your child and your child's Headteacher.
- if you decide to remove your child from a school before he/she can start at a new school, then his/her education becomes your responsibility.

4. The result of your application and how the waiting list works

If we have a place and your child meets the admission criteria you will be offered that place.

We will keep a waiting list for parents who want their child to attend Ilsham Church of England Academy. Parents must confirm by email or by post by the start of each half term if they want to continue to keep their child's name on the waiting list. If a place becomes available it will be given to the person who has highest priority on the waiting list according to our admission criteria. Length of time on the waiting list will not be taken into consideration.

Children who have an Education and Health Care Plan or a Statement of Special Educational Needs¹ where the Academy is named on the Statement will have automatic entitlement to a place at the Academy.

Our over subscription criteria is as follows:

If we have more applications than there are places, the Board of Directors will prioritise applications using the following criteria:

1. A 'looked after child'² or a child who was previously looked after. Previously looked after children are children who were looked after, but ceased to be so because they were adopted³ (or became subject to a child arrangements⁴ order or special guardianship order⁵)
2. Children with a sibling attending the Academy at the time of application. Sibling is defined in these arrangements as children who live as brother or sister permanently at the same address, including natural brothers and sisters, adopted siblings, half brothers or sisters, stepbrothers or sisters and foster brothers and sisters.
3. Children of members of staff where:
 - a. the member of staff has been employed by the Learning Academy Partnership (South West) for two or more years at the time at which the application for admission to the school is made, and/or
 - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

¹ A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

² A 'looked after child' is a child who is (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 This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

⁴ Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

⁵ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children of staff is defined in these arrangements as birth, adopted, stepchildren and foster children who live at least part of the week with the member of staff.

4. All other children.

The academy will not have a designated area.

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). 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.

5. Data Protection

Information on your form will only be used to process your application.

6. Appeals

If you wish to appeal against the Academy decision not to award you a place, then you will need to write to the Mrs S Rowe, Appeals Administrator, c/o Ilsham Church of England Academy, Ilsham Road, Torquay TQ1 2JQ. You will then be sent an Appeal Form and the Guidance for Parents.

Admission to a Torbay school (in year)

Complete this form if you are applying to one of the following schools:

Ilsham C of E Academy

When you have completed it, return it directly to the school.

Please read these notes before completing the application form.

1. Please complete all sections on the application form. You will need to complete a separate form for each child.
2. If you are changing address you will need to send proof of residency e.g. a rental agreement or evidence of exchange of contracts. Applications will not be processed until this evidence is received.
3. If you are applying to transfer school within Torbay the school will let your child's current school know about your application. Please let them know if there are exceptional reasons why they should not do this.
4. If your child attended a school outside of the UK, please give as much detail as you can about their education. The school does not accept applications from children who are not citizens of the European Union or European Economic area countries until they have entered the UK. Evidence of nationality may be required.

Section 1 –about your child

Surname/Family name of child			
Forename(s) of child			
Nationality of child			
Date of Birth		Sex	
Current address of child			
Future address of child (if moving)			
Date of move to new address			
Does your child have a current Statement of Special Educational Need?			
Please give details of any additional needs your child has that will affect their ability to get to school or to study in school			
Is your child in the care of a local authority, adopted after being in care or subject to a Residence Order or Special Guardianship Order?			
If so, please give details			
Please give names of any siblings living at the same address		Date of birth	
		Date of birth	
		Date of birth	
Is your child currently receiving free school meals?			
Are any other agencies involved with your child? If so, please state and give details of support plans etc. that are in place			

Section 2 – about you

Your full name		Mr/Mrs/Ms/Miss/Dr	
Relationship to child			
Do you have parental responsibility for the child?	Yes/No <i>If you do not have parental responsibility, you cannot apply for a school place</i>		
Your address (if different from the child’s address)			
Your future address if moving (if different from the child’s address)			
Home phone no		Mobile No	
Work phone no		email	
Are you currently serving in UK armed forces and being posted to the area / a crown servant returning from overseas? If yes, please give details			

Section 3 – about your child’s current/last school

Name and address of current / last school	
School telephone number	
Reason for changing school	
Have you informed the school of your intention to transfer your child to a different school? If not, please state the reason	
For admissions into year 10 or 11, please list subjects being studied (and exam boards if possible):	
If your child is currently being home educated, please give details of last school attended and state here when the home education started	

Section 4 – Fair Access Protocol

Torbay operates a Fair Access Protocol. This recognises that certain groups of children may be disadvantaged when they seek admission to a school. The protocol attempts to improve access to education and lessen that disadvantage. Please tick any boxes that apply to your child:

A child from the criminal justice system or a Pupil Referral Unit who needs to be reintegrated into mainstream education	
A child who has been out of education for two months or more AND you have been actively seeking a school place for them throughout that time	
A child of a Gypsy, Roma, Traveller, refugee or asylum seeker	
A child who is homeless (including a child living in a refuge)	
A child with an unsupportive family background for whom a place has not been sought	
A child who is a carer	
A child with Special Educational Needs, a disability or a medical condition but without a Statement	
A child with a child protection plan in place	
A child who has been permanently excluded from their last maintained school and is ready for re-integration into an alternative school	
A child returning to school following a period of unsuccessful elective home education	
A child who has been educated for some time outside the UK in a system where language, culture or curriculum makes swift integration difficult	
Please give details	

Section 5 – Agreement/Declaration

I understand that by completing this form I am expressing a preference for this school but that it does not guarantee a place.

I enclose/attach proof of residency if I am moving to a new address

I confirm that all details given on this application are correct.

Signed _____ Date _____

Electronic submission of this form constitutes confirmation as above.

Information collected and processed by Learning Academy Partnership (South West) complies and is stored in accordance with the UK Data Protection Act, 1998. The information you provide on this form will be used to process your application for a school place. Learning Academy Partnership (South West) does not rent or sell your personal information to third parties. The only parties that this information may be disclosed to are other council departments, schools and other LAs. We may also need to disclose information if required to do so by law. In accordance with the Fraud Act 2006 should the information given be found to be fraudulent then the offer of a school place can be withdrawn. If you want further information about Data Protection, including details of the purposes for which data are processed, please look under the relevant section on the Torbay Council's web pages, or contact the Information Governance Team on 01803 207467. By signing and returning this form, or by submitting it electronically, you acknowledge that you have read, understand and agree to this data processing.