

**ARK VICTORIA ACADEMY, TALBOT WAY,
BIRMINGHAM B10 0HJ**

**Admissions Policy relating to admissions to the academy
in the academic year 2019/20**

GENERAL

1. This document sets out the admission arrangements for Ark Victoria Academy (“the academy”). *The academy is an all-through academy with a nursery, primary and secondary school.*
2. The academy has a Published Admission Number (PAN) for the following year groups:

Primary (Reception): 120

a) Nursery

Admissions arrangements, including the numbers of hours and places available, will be published on the school’s website. The same oversubscription criteria as below will be applied. There is no right of appeal for the refusal of a nursery place.

b) Primary

- i. The primary school has an agreed PAN of 120 pupils in the Reception year.

After the allocation of Reception places, the academy will admit ‘rising fives’, i.e. all children with places can be admitted to the Reception year at school in the September following their fourth birthday but before reaching compulsory school age.

In accordance with paragraph 2.16 of the Admissions Code, a parent/carer may request that their child’s taking up of a place be deferred until later in the school year but not beyond the point at which they reach compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made. A parent/carer may request that their child takes up the place part-time until compulsory school age is reached.

Note: In respect of a child born late in an academic year after 1 April, the ordinary expectation is that he or she will join Reception at the latest in the term he or she turns five and then progress to Year 1 in the next academic year. If a parent/carer wants their child to join Reception in the September term after their fifth birthday, that decision is strictly subject to the discretion of the academy. The process for making an out-of-age-group application is described below.

- ii. Where the primary school is oversubscribed, the criteria for admission are as

set out below.

3. Where fewer applications are received than places available, the academy will offer places to all those who have applied.

PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Oversubscription criteria

4. Where the academy is named on a pupil's Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy.
5. If the number of applications for admission to the academy is greater than the PAN, applications will be considered against the criteria and order set out below.
 - a) Looked After Children and children who have been previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order¹.
 - b) Children who at the time of the admission have a sibling who attends the academy. For this purpose "sibling" means a whole, half or step-sibling or an adopted child resident at the same address. In respect of applications to the primary school, the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority.
 - c) Children of staff in 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 to the school is made. b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 - d) Distance measurement – A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.

Birmingham City Council measures distance on behalf of Ark Schools, the method they adopt for measurement is **straight line distance**.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or siblings in the same year group, where there is only one place available, all will be considered together as one application.

OPERATION OF WAITING LISTS

6. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the

¹ "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." (footnote 16 of the School Admissions Code 2014). A previously looked after child "includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002."

academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.

7. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above, with separate distance criteria for the secondary school. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

ARRANGEMENTS FOR APPEAL PANELS

8. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.

The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents may have about the process.

IN-YEAR APPLICATIONS

9. In-year applications should be submitted direct to Southwark LA, unless other arrangements are published on the website.
10. Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.
11. If more applications are received than there are places available, the oversubscription criteria shall apply.

Appeals against refusal of an in-year application

12. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

13. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the academy as described regarding the in-year

admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.