



## Avonbourne Girls' Academy Admissions Policy – Key Stages 3 and 4 2023-24

The published admission number is 210.

Avonbourne Girls' Academy ("the Academy") is part of United Learning Trust ("the Trust"). The Governors of the Academy are delegated responsibility by the Trust for the admission of pupils. For entry into year 7 the admissions application and offer process will be co-ordinated by Bournemouth, Christchurch and Poole Local Authority (BCP LA). All pupils are admitted without reference to ability or aptitude. The Admission Arrangement to the Sixth Form is set out at the end of this policy.

Places will be allocated at the Academy in the following order of category.

- **Category 1** – Children who are "Looked after" by a Local Authority or a child who was previously looked after but, immediately following being looked after, subject to an adoption or child arrangements order (See note 1)
- **Category 2** – Children currently with an older brother or sister at the Academy or Avonbourne Boys' Academy at the point of admission into the Academy. See below for explanation of the term brother / sister (note 8)
- **Category 3** – Children on roll at Avonwood Primary School and transferring from Year 6 into Year 7 (see note 4)
- **Category 4** - Children of permanent staff currently employed at the Academy where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- **Category 5** – Distance from the applicant's home address to the Academy. The distance will be calculated using a Geographical Information System and will measure a straight line from the central point of the Academy to the applicant's home in accordance with the definition below (note 5). The applicants will be ranked nearest to furthest.

### The Academy will apply the above criteria to applicants subject to the following exceptions:

- (i) Where a child has an Education Health Care Plan (EHCP) which names the Academy on the EHCP that child will be admitted and the published admissions number will reduce accordingly
- (ii) Where an applicant is seeking admission for September 2022, applications received on or before the closing date will initially be given priority over those received after the closing date. Under exceptional circumstances a late application maybe considered as received on time. Exceptional circumstances could be illness involving hospitalization, a bereavement, or as prescribed within the co-ordinated admission arrangements.

## Admission Criteria - Notes

1. A "Looked After Child" means any child who is in the care of a Local Authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who, after being Looked After, became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Child Arrangement Order under Section 8 of the Children Act 1989 (as amended) or Special Guardianship Order under Section 14A of the Children Act 1989. Applicants can be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the Academy what evidence is required. The final decision will be made by the Academy. If any information supplied by an applicant is judged by the Academy Trust to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.
2. The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.
3. Avonwood Primary School is part of the Trust. It was also, until disaggregation in September 2021, part of the Academy. Children transferring from Avonwood Primary School to the Academy are given priority within the admissions policy of the Academy in order to provide continuity for families enrolling when the Primary School was part of the "all-through" Academy school and because Avonwood Primary School is situated in close proximity to the Academy, sharing the same site.
4. Applications from separated Parents/Carers

Only one application can be considered for each child. Where parents/carers are separated, it is essential that agreement be reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most school nights (Sunday to Thursday) during term time at the point of application. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the Academy what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the Academy. If any information supplied by an applicant is judged by the Academy to be fraudulent or intentionally misleading, the Academy may refuse to offer a place, or if already offered, may withdraw the offer.

5. In the case of over subscription in categories 1 - 4, priority will be given within category to children:
  - (i) where a placement is recommended for medical reasons and seen as essential by the child's General Practitioner (family doctor) or where there are exceptional reasons supported by evidence from a Social Worker, Educational Psychologist or Education Welfare Officer employed by the Academy or working in collaboration with the Academy which in the view of the governors of the Academy require placement at the Academy.
  - (ii) who live closest to the Academy as measured by the straight-line distance calculated by a Geographical Information System (GIS). The distance will be calculated using a Geographical Information System and will measure a straight line from the [front gate of] [central point of] the Academy to the applicant's home. If distances are equal, as calculated by the GIS system, for example a flat in a block of dwellings with the same front entrance a random allocation

system will be used to determine the allocation. Details of this process are outlined below in note 13.

6. Brothers or sisters are defined as half or full brother/sister, adoptive brother/sister and the children of parents who are married or cohabiting, where the parents and children live together in the same household.
7. When considering twins, triplets or other multiple births places, where the final place available was offered to a twin, triplet or multiple birth, a place will be offered above the published admission number to the other twin, triplet or multiple birth children whose twin, triplet or multiple birth was offered a place within the admission number.

### **Waiting Lists**

8. The Academy operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with an Education Health Care Plan or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list longest or to those that applied after the closing date. The governors will review the waiting list regularly and all parents / carers will be asked to reaffirm their intention to remain on the waiting list at the end of each academic year.

### **Co-ordination between Admission Authorities**

9. In accordance with the law and the agreed schemes the offer of places at the main points of entry at the primary and secondary level will be co-ordinated by the Trust between all those who decide upon admissions to schools (admission authorities) in BCP.
10. Schools in Bournemouth together with BCP Council operate an In-Year Fair Access Protocol in accordance with the School Admissions Code. The Fair Access Protocol is reviewed by The Admissions Forum on a regular basis. A single application form in accordance with the co-ordinated scheme will be used for all applications for in-year admission.

### **Final Tie-Break Allocation Process**

11. If there are insufficient places to accommodate all applicants and, after applying the oversubscription criteria, applicants for the final place(s) cannot be split the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the Trust IT system in use at this time and overseen by a person independent of the Trust and the Academy.

### **Academy Admission Appeals**

12. An applicant who is unsuccessful in applying for a school place at the Academy is entitled to appeal to an independent appeal panel. Details of how to appeal will be provided at the relevant time and the Trust will publish the timetable for admission appeals on or before 28<sup>th</sup> February of each year.
13. Applicants do not have the right to make a second application (and/or) appeal for a school place in respect of the same academic year unless, in exceptional circumstances, the Governors of the Academy have accepted a second application from the applicant because of a significant and material change in their circumstances. The final decision as to whether the significant and material change warrant a fresh application to be considered will be determined by the Governors of the Academy.

#### **14. Admission out of normal age group**

The Academy will allow children who were born between 1 April and 31 August (summer born children) and who deferred the start of their formal schooling to the following academic year (i.e. are being educated in the year below their normal age group) to start year 7 at the same time as those with whom they have progressed through primary school.

Parents may seek a place for their child outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Head of School of the Academy as early as possible in the admissions process. This will allow the Academy sufficient time to make a decision regarding the request before the closing date for applications and national offer day. In respect of an in year application out of the normal age range you are also advised that such a request should be discussed with the Head of School of the Academy.

You are advised to write to the Academy office marking your letter for the attention of the Head of School so that your request can be processed.

A decision to admit a pupil outside their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede our ability to make an informed decision.

#### **Withdrawal of an offer of a place**

The Governors may withdraw an offer of an Academy place where:

- a parent fails to respond to an offer within a reasonable timescale
- the place was offered on the basis of a fraudulent or misleading application
- a place was offered by the Academy in error

## **Sixth Form Admissions Policy 2023-2024**

The Sixth Form capacity at the Academy is 200. Both Year 12 and Year 13 have a capacity of 100 places. The Published Admission Number (for external candidates) for Year 12 is 70. This is a minimum number applicable to external candidates, so the actual number of external admissions may be higher depending on how many Year 11 pupils at the Academy move into Year 12. Where an external candidate has an EHCP which names the Academy then that applicant will be admitted and the number of available places for external applicants will reduce accordingly.

To be eligible for admission to the Sixth Form the Academy has specific academic criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades. A minimum of 5 GCSEs at grade 5 or above including English and Maths is required, in addition the Academy also has minimum GCSE requirements for each subject which are set out in the Academy's Sixth Form Prospectus. The entry criteria is the same for internal and external applicants.

Please note that being offered a place in the Sixth Form is not a guarantee of a specific course of study.

### **Oversubscription Criteria**

If Year 12 is oversubscribed the following oversubscription criteria will be applied to external applicants:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order as more particularly described in the Academy policy above.
2. A student who has attended and completed his GCSE examinations at Avonbourne Boys' Academy;
3. All other students

Where any criterion is oversubscribed the priority will be determined by distance with priority conferred on the applicant/s living closest to the Academy. The distance will be calculated using a Geographical Information System and will measure a straight line from the central point of the Academy to the applicant's home address.

If it is still not possible to determine priority, then the Academy will apply a random allocation process electronically administered through the Trust IT system in use at this time and overseen by a person independent of the Trust and the Academy.

### **Right of Appeal for Sixth Form**

Where a student is refused admission to the Sixth Form, both the parent/carer of the student and the student have a right of appeal before an independent admissions appeal panel.

### **Monitoring and Review**

This policy has been made in accordance with the most recent legislation. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body/School Improvement Board.

**Policy to be ratified by the Local Governing Body – Autumn 2022**

**Review Date – July 2023**