



Co-op Academy  
Failsworth

# **ADMISSION POLICY 2020-2021**

# Co-op Academy Failsworth Admissions Policy

## **Rationale**

Co-op Academy Failsworth is part of the Co-op Academies Trust.

The academy takes seriously its role to further build aspirations of the Failsworth community for the future. This policy meets statutory requirements regarding admissions whilst still retaining that core aim.

## **Points**

- The Local Authority is Oldham Council, who will co-ordinate the applications
- The published admission number (PAN) is 300, which is based on the net capacity assessment of the academy
- The policy fully complies with the School Admissions Code (2014) and all relevant Education Acts and Regulations
- All applicants will be offered a place as long as the total does not exceed the PAN
- Where application exceeds the PAN, the academy will follow its published over-subscription criteria for offering the available 300 places
- The academy holds a waiting list for children unsuccessful in their application. The academy will offer places as they become available to those on the list
- All parents have the right to appeal to the Independent Appeals Panel against a decision not to award their child a place. This Policy will be reviewed annually, and set before the Governors for their continued acceptance.
- The guidance is in two parts – Admissions to new Year 7, and In Year Transfers

## **Conclusion**

In recent years, the academy has been heavily oversubscribed. The academy is committed to having a fair and transparent system for admissions, and to work in partnership with the Local Authority to ensure this.

# **Co-op Academy Failsworth - Academy Admission Policy - Guidance 1 - Admissions to new Year 7**

## **1. Statutory Framework**

- 1.1 Oldham Council is the local authority for Co-op Academy Failsworth.
- 1.2 The Admission Arrangements complies fully with all the statutory requirements of school admission legislation and related regulations as published in the School Admissions Code 2010 (The Code).
- 1.3 The acts relevant to school admissions are:-  
Education Act 1996 (EA1996)  
School Standards and Framework Act 1998 (SSFA1998)  
Education Act 2002 (EA2002)  
Education Act 2005 (EA2005)  
Education and Inspections Act 2006 (EIA2006)  
Education and Skills Act 2008 (ESA 2008)
- 1.4 The Regulations relevant to school admissions are:-  
The School Admission (Admission Arrangements) Regulations 2008  
The School Admissions (Co-ordination of Admission Arrangements) Regulations 2008.  
The Education (Admission Appeals Arrangements) Regulations 2008

## **2. Duty To Comply With Parental Requests**

Section 86 of the School Standards & Framework Act 1998 states the following:

“Subsection 1) A local education authority shall make arrangements for enabling the parent of a child in the area of the authority;

to express a preference as to the school at which he wishes education to be provided for his child in the exercise of the authority’s functions; and to give reasons for his preference.

subsection 2) Subject to subsection (3), a local education authority and the governing body of a maintained school shall comply with any preference expressed in accordance with arrangements made under subsection (1).

subsection 3) The duty imposed by subsection (2) does not apply if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources.”

## **3. Planned Admission Numbers**

- 3.1 In order to comply with the statutory timetable, the LA will consult with the governing body of Co-op Academy Failsworth about the PAN (and other admission arrangements) 18 months before it comes into effect.
- 3.2 Admission numbers should reflect the maximum number of pupils that it is possible to educate efficiently in an academy and should not be exceeded except by direction from the Independent Appeal Panel or according to the statutory exceptions detailed within the School Admission Code.
- 3.3 Planned admission numbers (PAN) must be set with regard to the net capacity assessment of the academy premises.
- 3.4 The Department for Education method of calculating Net Capacity takes into account all usable spaces in an academy. Usable spaces include every space in the academy except corridors, toilets and showers, boiler and plant rooms, kitchens and the area occupied by the internal walls.

The first calculation is the net area. This is the total of all usable space in the academy. This includes all buildings on the site used by the academy that are intended to be secure and weather-

tight. All spaces in the net area have to be measured except the above parts which are specifically excluded.

The net capacity method measures the area available in units known as “workspaces”. Workspaces are used as the unit of measurement to ensure that the places in the academy are weighted fairly. This is because different activities require different types of space e.g. a classroom 50m<sup>2</sup> and a sports hall of 260m<sup>2</sup> will both accommodate a class of 30.

The number of workspaces is then added together to give the maximum number of workplaces for an academy. This figure is then multiplied by 90% to give the minimum number of workplaces. The decision is then made as to where the capacity will be within the two figures by considering a number of matters, such as the size and shape of the classrooms, the size of communal areas and the size of corridors. In addition, the decision can also consider the academy resources, provision made for students with additional educational needs and the number of classes.

The net capacity is then divided by the number of year groups to give the published admission number.

3.5 The published admission number for Co-op Academy Failsworth is 300.

#### **4. Oversubscription criteria for Co-op Academy Failsworth**

4.1 The duty to comply with parental preferences requires that all applicants will be offered a place providing there are enough places in the academy for everyone who applies.

4.2 If the number of applications exceeds the admission number (300) it will be necessary to determine which pupils can be offered a place by applying the following oversubscription criteria in priority order.

4.3 All schools and academies are required by section 324 of the Education Act 1996 to admit to the academy a child with a statement of special educational need that names the academy. This is not an oversubscription criterion and all children with statements naming an academy will be admitted before other children are offered places.

4.4 For all other applications the following criteria will be applied to prioritise children for admission to the academy:-

##### Criterion 1

Children in care or have previously been in care are highly vulnerable children and will be given the highest priority for admission as required by part 3 of the Admission Arrangement Regulations.

##### Criterion 2

Those children who are considered to have exceptional medical or social reasons as to why they should attend a particular academy. Parents will be required to submit evidence to support their application under this criterion (see note (a) below).

##### Criterion 3

Those children who attend a former trust primary partner who have now signed a Memorandum of Understanding, namely Higher Failsworth, Woodhouses, South Failsworth, Propps Hall, Mather Street.

##### Criterion 4

Those children living within the geographical priority area of the academy who will have a sibling (see note (b) below) attending the academy when the younger child is admitted.

##### Criterion 5

Those children living within the geographical priority area of the academy who will not have a sibling at the academy, as defined at 3 above. Children will be prioritised in proximity order, with those living next nearest to the academy being admitted first. Distance is measured in a straight line between the home postcode and the academy's postcode, measured electronically by GIS software within the admission database that is linked to Post Office data and Ordnance Survey Data.

#### Criterion 6

Those children living outside the geographical priority area of the academy who will have a sibling (see note (b) below) attending the academy when the younger child is admitted.

#### Criterion 7

Those children living outside the geographical priority area of the academy who will not have a sibling at the academy as defined at 5 above. Children will be prioritised in proximity order, with those living next nearest to the academy being admitted first. Distance is measured in a straight line between the home postcode and the academy postcode, measured electronically by GIS software within the admission database that is linked to Post Office data and Ordnance Survey Data.

#### Notes

(a) Exceptional reasons for priority over other applicants - Decisions must be consistent and based on objective evidence, which must be provided in writing by suitably qualified professionals. Section 2.29 of the School Admissions Code 2009 states clearly that admission authorities must not give higher priority to children under this criterion if the required documents have not been produced.

(b) Siblings - The Local Authority (LA) accepts that in some family units (1 or 2 parents/carers and children), the children may not be natural brothers and/or sisters. Other children from the same family unit can be considered as a sibling link under this criterion provided that proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. Co-op Academy Failsworth accepts this guidance.

(c) Tie breaker - Should it be necessary to distinguish between applicants with equal priority within any of the above criteria, the distance between home and academy measured in a straight line between the home and academy will be used. Measurements are calculated using relevant postcodes by the associated GIS software that is linked to Post Office data and Ordnance Survey Data.

## 5. Application Procedures

- 5.1 Oldham residents will apply for a place at Co-op Academy Failsworth by completing the Secondary School Application Form or using the on-line facility.
- 5.2 Applications received after the appropriate closing date will be regarded as late unless there are significant and exceptional reasons for the lateness. Proof of special circumstances will be required; the decision will be taken by Oldham Council.
- 5.3 Late applications are not considered until all on-time applicants have been allocated places.
- 5.4 A child's name will be automatically placed on the waiting list for Co-op Academy Failsworth where they have been refused a place in the academy's normal year of entry.
- 5.5 Oldham residents, who wish to apply for a place in the first year at the academy after the first academy day in September of the appropriate year, or to any other age group at any time, will apply via the in-year school transfer application form on the Academy website.

## 6. Permanent Address

Co-op Academy Failsworth follows all LA guidance on this aspect.

- 6.1 The only address the LA can consider is the address of the adult with whom the child is permanently resident. Where a child stays with another parent for part of the week, further enquiries may be made in order to determine where the child is permanently resident.
- 6.2 If a childminder, grandparents or another member of the family cares for the child on a daily basis at another address, the LA cannot consider this address for the purpose of its admission process to schools.

- 6.3 The LA will undertake any necessary investigations and an allocated place may be withdrawn if a false address is given or one where the child is not actually living when s/he is not at school.

## **7. Intention to Move House**

- 7.1 An intention to change address cannot be considered by the LA until such a move has actually taken place and proof is available to substantiate the change of address. Proof of change of address will be accepted up until the latest reasonable date prior to the final allocation of school places on 1<sup>st</sup> March. Failsworth follows LA guidance on this aspect.

## **8. Managing the Waiting List**

- 8.1 If there are more applications than places available the applications will be placed on a waiting list. The academy will apply its oversubscription criteria.
- 8.2 Published criteria (see policy) will be used to determine the waiting list position and priority for future admission if places become available.
- 8.3 As a place becomes available a member of the admissions team will contact the person at the top of the list to see if they still wish to be considered.
- 8.4 People on the waiting list will be contacted at least once per year (usually in July) to see if they still wish to remain on the list.
- 8.5 The numbers on roll are updated regularly on SIMS Assessment Manager.
- 8.6 Co-op Academy Failsworth allocate places as they become available using the waiting list of names established.

## **9. Twins or Triplets**

- 9.1 Where a family of twins or triplets or brothers and sisters living in the same household and requiring admission to the same school year, request admission and there is only one academy place available, it will be left for the family to decide whether or not they wish to take up the place for one of their children, and appeal for the second or third child in the same year group, or to decline a place.

## **10. Flats**

- 10.1 In the event of two or more children living equal distant from the academy, eg. blocks of flats, the place will be decided by drawing lots, the first name drawn out of the bag will be offered the place.

## **11. Unsuccessful Applications**

- 11.1 This aspect of the process is managed entirely by the LA, and the academy will accept the LAs guidance/decisions on it.

On completion of the allocation of places at the 1<sup>st</sup> March there may be applications where none of the parent's preferences have resulted in the offer of an academy place. If it has not been possible to comply with any of the parent's preferences the LA will identify all the schools/academies with vacant places and invite parents to submit a further preference.

- 11.2 The LA has a responsibility to ensure that there is a school place available for all children resident within the borough. Should parents fail to secure a school place for their child the LA will offer a place at a school that still has vacant places. If more than one school is identified the LA will determine the school to be offered by selecting the school with vacancies closest to the home.

## **12. Appeals**

All parents have the right to appeal against the refusal of a school place by submitting an appeal to the Independent Appeal Panel. If parents wish to appeal they can do so by completing a School Admission Appeal Form and returning it to Legal and Administrative Services. A decision by an Admission Appeal Panel is binding on the LA, school/academy governors and parents.

# **CO-OP ACADEMY FAILSWORTH – Admissions Policy Guidance 2 - Scheme for In Year Transfers**

## **Statutory framework**

- 1.1 The School Admissions Code states that from the 2010-2011 academic year, local authorities must formulate schemes for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry (“in year applications”). Such schemes must comply with the requirements set out in laws and regulations (as listed in earlier guidance (part 1)).
- 1.2 This Scheme must not disadvantage families who are resident in other authorities but who apply to the school/academy.
- 1.3 This Scheme does not affect the rights and duties of the governing body of Co-op Academy Failsworth, which has Trust status. The elements of this Scheme are fully compliant with laws and regulations, and also with our Admissions criteria.

## **2. Applying for a school place outside of the normal transfer times**

From January 2018, Co-op Academy Failsworth will coordinate **all** applications for school places as part of the In Year Transfer process.

Parents with children of statutory school age who move into or within Oldham and require a school place outside of the normal transfer times should apply for a school place using the application form available on the Co-op Academy Failsworth website or contact the Academy Admissions Team for a paper in year application form. Parents will need to complete the application form and submit any additional supplementary papers/evidence which may be required, before their application can be considered.

School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/Forces personnel are exempt).

Children **must** be resident within the country before an application can be considered. Service and Crown Personnel are exempt from the above.

Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts or a rental agreement may be required. Co-op Academy Failsworth reserves the right to seek further documentary evidence to support a claim to residence.

## **3. Applications for Foundation, Voluntary Aided Schools and Academies**

The Admissions Team will ensure that all parents’ preferences are logged on the admissions database within 5 school days of receipt of application.

The Admissions Team will send details of all applications received, including any supplementary information, to Co-op Academy Failsworth.

Co-op Academy Failsworth will consider all applications without unnecessary delay. The academy will admit the child if there is a space available (unless exempt under 3.32 of the School Admissions Code), and if the academy is suitable. If there are more applications than places available the academy are required to apply their oversubscription criteria.

If Co-op Academy Failsworth is oversubscribed, we will place the pupil on the waiting list, and apply our oversubscription criteria to determine position on the waiting list.

It may be that some children, determined to be eligible for admission, will be allocated places at alternative schools for which they are also eligible and which have been placed higher in the rank order of parental preference.

Offer letters will be sent out by the Oldham Local Authority for all schools for in year applications. These will be done in conjunction with information supplied by schools/academies who are their own Admission Authority once the Admissions Team has received written or email confirmation from the school.

#### **4. Children with Statements of Special Education Needs**

Children with a current Statement of Special Educational Needs will be referred to their local Special Educational Needs (SEN) team. The SEN team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

#### **5. Offer of a School Place**

5.1 The Admissions team will post out a letter to the child's home address to inform them of the outcome of their application and the right to appeal if applicable. Within this letter parents will be required to complete and return an acceptance slip to Co-op Academy Failsworth, if they have been offered a school place, by the date specified on the letter. The Admissions team will write to the parent to remind them of the need to respond should the slip not be returned by the date specified. Failure to respond to this may result in the place being withdrawn and allocated to another child.

5.2 Co-op Academy Failsworth will additionally send a letter to welcome the new student, and to arrange an interview/familiarisation day/meeting.

#### **6. Information for Parents**

The Starting Primary School and Starting Secondary School information booklets are available in PDF format on the Oldham Local Authority website – [www.oldham.gov.uk/learning/going\\_to\\_school](http://www.oldham.gov.uk/learning/going_to_school) . They contain the following information

- A list of schools/academies by local area
- The published admission number for each school
- Each schools oversubscription criteria
- Information relating to children with special educational needs
- Home-to-school transport information
- Details on where to access further information
- Details regarding In Year applications (those received outside of the normal transfer period)
- Information and important dates for applying for school places
- Contact details for the Oldham Local Authority Admissions Team