

# Admissions Policy 2020/21

As an academy, E-ACT is the admission authority. The admissions policy for E-ACT Royton and Crompton Academy is as follows:

## **Procedure for admitting students to the academy**

E-ACT Royton and Crompton Academy is sponsored by E-ACT since September 2018. The academy has its own admissions policy, though offer for places in year 7 will be made via Oldham Local Authority (Oldham LA). All other year group admissions will be made to the local Authority in the first instance, then once the LA pass this information to E-ACT Royton and Crompton Academy we will then contact the family for an admissions interview once we have all relevant information and discuss a start date.

## **Admission Number(s)**

The academy has the following agreed admission numbers for the year 2020/2021, subject to any changes approved or required by the Secretary of State for subsequent years:

- 240 students in Year 7
- 240 students in Year 8
- 240 students in Year 9
- 240 students in Year 10
- 240 students in Year 11

E-ACT Royton and Crompton Academy may set a higher admission number than its published admission number for an applicable year group. Before setting an admission number higher than its agreed admission number, the academy will consult the LA and E-ACT on this. Students will not be admitted in any year group above the published admission number for that year group unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State. If the academy admits a total of 20 students in excess of its admission number in any 3-year period it will determine a higher admission number, after consulting on this.

## **Process of Application**

Arrangements for applications for places at E-ACT Royton and Crompton Academy will be made in accordance with Oldham LA Co-ordinated admission arrangements and will be made on the Common Preference Form provided and administered by the council. The academy will use the Council timetable for applications to E-ACT Royton and Crompton Academy each year (exact dates within the months may vary year to year). This will fit in with the timetable for the co-ordination of admission arrangements within Oldham Council as agreed by the Admissions forum, the LA, local schools and academies.

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By August E-ACT Royton and Crompton Academy will publish its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September on our website (e.g. in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The academy will also provide information to the LA for inclusion in the composite prospectus, as required.

- Establish links with Primary schools – Visits, assemblies and arrange workshops.
- September / October – Parents will be provided with opportunities to visit E-ACT Royton and Crompton Academy through open days/evenings.
- October – Common Preference Form to be completed and returned to the student's home, LA to administer.
- Oldham LA notifies E-ACT Royton and Crompton Academy of applications.
- The academy sends list of students to be offered places to the LA.
- October – E-ACT Royton and Crompton Academy to host additional Welcome evenings for parents/carers and students who would like to visit the academy again.
- February – the LA applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents.
- March offers of high school places made – E-ACT Royton and Crompton Academy host an additional Welcome evening for parents/students who have chosen the academy.
- In addition to this E-ACT Royton and Crompton Academy host transition days (additional to the standard dates) and a summer school for all selected students.

There will be a national closing date for applications announced each year. The academy will ensure its application processes enable parents/carers to apply before this deadline.

## Consideration of Applications

E-ACT Royton and Crompton Academy will consider all applications for places and will respond to the local authority within 5 school days. Where fewer than the published admission number(s) for the relevant year groups are received, the academy may wish to refuse admission. The academy will provide evidence to the local authority that outlines the level of challenge in the year group requested and also why the individual child would be challenging to the academy. This complies with the Admissions Code of Practice.

E-ACT Royton and Crompton Academy will ask the Local Authority to offer places to all those who have applied if there are places in the relevant year group and there are no grounds to refuse admission.

Students with an Education Health Care Plan are admitted as a result of E-ACT Royton and Crompton Academy being named in the EHCP and they are counted against the number of places available.

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## *Procedures where E-ACT Royton and Crompton Academy is oversubscribed*

### **Oversubscription criteria – Admission year 7**

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

#### **Criterion 1**

Children in care or children who have previously been looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be given the highest priority for admission.

#### **Criterion 2**

Those children who are considered to have an exceptional medical or social reason as to why they should attend a particular school (parents will be required to submit evidence to support their application under this criterion).

#### **Criterion 3**

Children living within the prescribed geographical priority area, who have a sibling attending the school in Year 7 to 11, when the child is admitted.

#### **Criterion 4**

Children living within the prescribed geographical priority area, who do not have a sibling at the school.

#### **Criterion 5**

Children who live outside the geographical priority area with a sibling who will be attending the school in Year groups 7-11 when the child is admitted, in the order of those next nearest to the school, measured in a straight line from the school to the home address.

#### **Criterion 6**

Children who live outside the geographical priority area, who do not have a sibling in the school, who attend a Primary School within the geographical priority area. (Appendix A identifies those schools considered within this criterion).

#### **Criterion 7**

Children who live outside the geographical priority area, who do not have a sibling in the school.

Sibling is defined as brothers or sisters, including half-brothers or sisters, step-brothers or sisters and foster children, living at the same address or another child normally resident for the majority of term time in the same household, for whom an adult in the household has parental responsibility as defined in the Children Act 1989. In the case of twins (or siblings in the same age cohort) and share there is only one place available in the academy, both will be considered together as one application. The academy will be authorised to exceed its Published Admission Number by one

### **Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, Oldham LA will make the formal offer of a place. All students are expected to attend the first academic day of school in September, students who do not make result in losing their placement here at the academy. Once the academy receives documentation from Oldham LA we will liaise with the child's previous school for essential documentation such as academic, behaviour, attendance and UPN details. Once this information is received parent/carers and the student will be invited in for an admissions meeting, Identification must be also brought or we cannot accept the admissions. When all of this information has been completed students will then be given a two-three week start date (starting on a Thursday only) to allow the academy enough time to put everything in place for the students arrival. All parent/carers will be expected to keep the academy up to date with any correspondence (address, telephone contacts and so on) to ensure they are contactable at all times. All parent/carers are expected to provide two emergency contact numbers on the admission form.

### **Appeals**

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The decision of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. Parents who want to appeal against E-ACT's decision, not to offer their child a place at the academy must appeal directly in writing to the academy

### **Managed Moves**

This is a trial between two schools and must be done with the agreement of parents. It is not used instead of a permanent exclusion but can be used as part of a strategy to manage a pupil who may be struggling at the academy. There are a series of proforma's and guidance available for the process (these can be provided as needed). The benefit is that the process is completely transparent and the academy will contact the head of the proposed school to discuss the possible move.

A managed move would last 12 weeks with review periods built in. The child remains on the roll of the current school and is dual registered at the new school.

If the managed move is unsuccessful, the child returns to the academy, either at the end of the trial or before depending on the reasons for failure.

If the managed move is successful, the child will permanently transfer after the 12 week, and will be removed from the roll of the academy and put on the roll of the new school.

### **Waiting lists**

Subject to any provisions regarding waiting lists in the LA's coordinated admission scheme, the academy will operate a waiting list for each year group. Where in any year E-ACT Royton and Crompton Academy receives more applications for places than there are places available, a waiting list will operate until a term after the start of the school year. This will be maintained by the academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Students' position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **Fair Access Protocol**

In accordance with the requirements of the School Admission Code, the school has signed up to the In-Year Fair Access Protocols held by the Oldham Local Authority. The academy will consider individual applications and may consider not offering a place.

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## **Arrangements for Admitting Students to other Year Groups, Including To replace any Students who have left E-ACT Royton and Crompton Academy**

Oldham LA will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect the academy's right to determine which applicants have priority for admission. An in-year common preference form, available from the academy of Oldham LA must be completed and returned to the Admissions Team at Oldham LA (even if students do not live in the Oldham borough) for admission to the academy outside the normal admissions round. All requests will be considered by E-act who will inform the local authority whether or not a place can be offered. The local authority will then send a letter to parents. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal as the academy will not hold a waiting list for in-year admissions.

## **Arrangements for mid-year admissions for students with SEN or EHCP**

E-ACT Royton and Crompton Academy is committed to providing outstanding provision for students with additional needs. Where a student has a special educational need and/or and EHCP, families will be invited into the academy to meet with the Additional Needs team and SEN-Co or Assistant Headteacher (Additional Needs) to ensure the best possible transition for all involved. In some cases, this may mean that the admissions process takes longer than usual so that the appropriate provision and staffing arrangements can be made. E-ACT Royton and Crompton Academy

## **APPENDIX A - CRITERION 6 SCHOOLS**

### **Beal Vale Primary School**

Salts Street  
Shaw  
Oldham  
OL2 7SY

### **Buckstones Primary School**

Delamere Avenue  
Shaw  
Oldham  
OL2 8HN

### **East Crompton St George's C.E. School**

George Street  
Shaw  
Oldham  
OL2 8HG

### **Fir Bank Primary School**

Grasmere Road  
Royton  
Oldham  
OL2 6SJ

### **Blackshaw Lane Primary School**

Blackshaw Lane  
Royton  
Oldham  
OL2 6NT

### **Crompton Primary School**

Longfield Road  
Shaw  
Oldham  
OL2 7HD

### **East Crompton St James' C.E. School**

St James Street  
Shaw  
Oldham  
OL2 7TD

### **Royton Hall Primary School**

Highbarn Street  
Royton  
Oldham  
OL2 6RW

**Rushcroft County Primary School**

Trent Road  
Shaw  
Oldham  
OL2 7YL

**St Anne's C.E. Primary School**

Broadway  
Royton  
Oldham  
OL2 5DH

**St Mary's C.E. Primary High**

**Crompton**  
Rushcroft Road  
Shaw  
Oldham  
OL2 7PP

**Thornham St James' C.E. School**

Castleton Road  
Royton  
Oldham  
OL2 6XT

**SS Aiden and Oswald RC Primary School**

Roman Road  
Royton  
Oldham  
OL2 5PQ

**St Joseph's R.C. School**

Oldham Road  
Shawsides  
Shaw  
Oldham  
OL2 8SZ

**St Paul's C.E. Primary School**

Hindle Drive  
Royton  
Oldham  
OL2 5LU

**Thorp Primary School**

Westerdale Drive  
Royton  
Oldham  
OL2 5TY

**Admissions Contact:**

Scott Lewis - Deputy Head teacher  
(Pastoral) 01706 846474  
Leandar Stafford – Data Manager /  
Admissions 01706 846474