

S23 ADMISSIONS POLICY

**Approved by Full Governing Body:
Responsible:**

**March 2016
Principal**

YEAR 7 SEPTEMBER ADMISSIONS

1. Process of Application

Applications for places in the normal admissions round for Year 7 at The Bushey Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

2. Procedures where The Bushey Academy is oversubscribed

2.1 Admission Criteria

The published admission number for Year 7 in 2017/18 is 210. Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health & Care Plans where The Bushey Academy is the named school, the criteria will be applied in the order in which they are set out below:

- i) Looked After Children and previously Looked After Children in accordance with Section 22 of the Children Act 1989. Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted (or became subject to a child arrangements order under the terms of the Children Act 1989, Section 8 or Special Guardianship order, defined by Section 14A of the Children Act 1989).
- ii) Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on the roll of the academy. (Proof of the sibling relationship will be required if a place is offered).
- iii) The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission application date as designated by HCC's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school". The full explanation of how HCC measure this distance is published in the 'Moving On' booklet available from HCC. Where a pupil lives for a part of each week at different addresses, the 'home' address will be the one taken from the Common Application Form (proof of the child arrangements order will be required if a place is offered).

2.2 Tie Break

2.2.1 Siblings

In the event of a tie break under the sibling criterion, random allocation will be used.

2.2.2 Distance

In the event of a tie break under the distance criterion, random allocation will be used.

2.2.3 Multiple Births

Children from multiple births will be considered under the admissions criteria as individual children. In the event that the last available place is offered to one twin or child from a multiple birth, the other twin or siblings from the multiple birth will be offered a place.

3. Operation of Continuing Interest List

Where The Bushey Academy receives more applications for places than there are places available at secondary transfer, parents may decide to place their child's name on the continuing interest list. Until 31 December names will be ranked according to the above criteria. Those applicants who have been unsuccessful in obtaining a place for the start of year 7 are offered the right of appeal in the summer term of year 6. Those who are unsuccessful or who do not appeal may request to be placed on the continuing interest list. The continuing interest list will be maintained until the applicant reaches the end of the first half term of the Autumn Term in Year 10.

IN-YEAR ADMISSIONS

4. In-Year Admissions Procedures

- i) The academy is not part of the LA's co-ordinated scheme for In-Year Admissions. Those parents who wish to be considered for a place in any year group must contact the Admissions department at the academy to request an application form.
- ii) Where no vacancy exists, parents will be advised of their right to appeal.
- iii) The academy operates a continuing interest list. This list will be maintained until the applicant reaches the end of the first half of the Autumn Term in Year 10.
- iv) The academy will not admit pupils in any year group where to do so would cause the academy to exceed its net capacity.

4.1. Criteria

When a vacancy arises the academy will offer the school place according to the following criteria in strict order:

- i) Looked After Children and previously Looked After Children in accordance with Section 22 of the Children Act 1989. Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted (or became subject to a child arrangements order under the terms of the Children Act 1989, Section 8 or Special Guardianship order, defined by Section 14A of the Children Act 1989).
- ii) Children of UK Service personnel (UK Armed Forces). The academy will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area.
- iii) Those who have moved to the area within the last 90 calendar days and are without a school place or an offer of a school place.
- iv) Those who have a current sibling at the academy (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the academy) on the roll of the academy. (Proof of the sibling relationship will be required if a place is offered). Any remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity as designated by HCC's computerised mapping system. The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school". Where a pupil lives for a part of each week at different addresses, the 'home' address will be the one taken from the Common Application Form (proof of the child arrangements order will be required if a place is offered).

In the event of a tie break under the distance criterion, random allocation will be used.

In addition to the above criteria the academy complies with all elements of the School Admissions Code including admitting students who have a Statement of Special Educational Needs or Education, Health & Care Plan, where The Bushey Academy is the named school; who are currently, or have previously been in the care of the local authority; and students under the Local Authority's 'Fair Access Protocol'. In these cases students will not need to wait until a place becomes available but will be admitted immediately even if this causes the academy to exceed its published admission number (PAN) in a particular year group. The School Admissions Code should be consulted for full details of rights and responsibilities with regard to In-Year Admissions.

6. Post 16 admission criteria

The Bushey Academy operates a Sixth Form for a total of 300 students. The capacity for Year 12 is 154. Sixth Form places will firstly be offered to existing Year 11 students who wish to continue their education in the academy's Sixth Form. The Year 12 PAN is 1. Where fewer than 154 places are taken up by existing Year 11 students, these will be available to external candidates.

The academy will apply the same academic entry requirements as it does to students already on roll in the academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria set out at paragraph 2.

GCSE entry requirements

A minimum of 5 GCSEs at grades A*-C, with the following additional entry requirements:

- For entry onto A Level courses, a minimum of a B grade in that subject is required
- There are other additional specific subject entry requirements for English, Mathematics and Science A Levels which are outlined in the Sixth Form Prospectus
- Applicants for A Level Psychology must also have a minimum of a C grade in Mathematics at GCSE
- For entry onto all Level 3 courses, including BTEC, students must have a minimum of a C grade in English at GCSE

Applicants must submit their application form (to be found in the Sixth Form Prospectus and on the website) by the published closing date.

All pupils in Year 11 wishing to continue into the Sixth Form are required to inform the academy by completing a Sixth Form Options form and must return it to the Sixth Form Coordinator by the published closing date.

There will be a right of appeal to an Independent Appeals Panel for internal pupils refused transfer and external applicants refused admission.