

ADMISSIONS POLICY FOR IPSWICH ACADEMY 2017-18

Date of last review	February 2016	Date of next review	October 2016 (for 2018-19)
Review period	Annual	Owner	Board of Directors of Paradigm Trust
Type of policy	Statutory		

Ipswich Academy admits girls and boys of all backgrounds, aptitudes, abilities and beliefs. The academy does not have any religious affiliation.

Paradigm Trust is the admissions authority for Ipswich Academy. This means that it will set and apply the admissions criteria for the school. Please note that these admissions criteria have not changed from those applicable for entry in the school year 2016-17.

The application process for normal year of entry admissions into year 7 (in September 2017) is co-ordinated by Suffolk Local Authority (LA), which acts on behalf of the academy to offer places at the school.

Parents/carers of children living in Suffolk should apply online at www.suffolk.gov.uk/onlineadmissions or submit a normal year of entry application form (CAF1), available from their child's primary school or from the LA admissions team, no later than the national closing date of 31st October 2016.

Parents/carers of children who do not live in Suffolk should contact their LA on how to apply. Offer letters will be issued on the national offer date of 1st March 2017 or the next working day. Late applications (those submitted after the national closing date) will be handled separately. For further information and specific dates, please refer to the full scheme for secondary co-ordination, available from the LA admissions team or from their website.

To apply for a place after the start of term or in any other year group, please contact either the LA admissions team or Ipswich Academy directly for an application form. For the *LA admissions team please contact: 0345 600 0981 or admissions@suffolk.gov.uk*.

Published Admission Number (PAN)

The academy has a PAN of 210 students in each year group from year 7-11.

The academy will provide for the admission of this number of students each year if sufficient applications for entry are received. Where there are fewer applications than the published admission number for the relevant year groups received, the academy will offer places to all those who have applied.

The PAN will be exceeded where children of multiple births from the same family are tied for the final available place.

How places are offered

As stated, for admission into year 7 each September, the academy will offer places to a maximum of 210 children (PAN). In the event that more than 210 applications are

received, the oversubscription criteria will be applied to determine priority for places. The list below gives order of priority. Paradigm Trust has a statutory duty to admit applicants with a statement of special educational needs/education, health and care plan where this school is named.

- 1. Looked after children** (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after).

Note regarding 'previously looked after children'

Previously looked after children includes children who were adopted under the Adoption Act 1976 (section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22nd April 2014 is deemed to be a child arrangements order.

- 2. Children who are ordinarily resident in the catchment area.**

Definition of ordinarily resident: *Where the child normally lives. We may need proof of this address. We will not treat your child as ordinarily resident if you rent or own a second home in the catchment area or if you use a catchment area address to give the impression that your child lives normally in the catchment area to gain a higher priority.*

Order of priority for catchment area applications:

- i) Students for whom it is essential to be admitted to the academy because of **special circumstances** to do with significant medical or social needs. The application will need to be supported by a letter from a hospital consultant, social worker or similar professional. The information should demonstrate why the academy is the only school able to meet the child's specific needs.
- ii) Children who are **brothers and sisters** of, or who live as a family at the same address as, students who are already at the school and who will still be there at the time of admission. Priority will be given, where necessary, to applications where there is the smallest age gap. If you have more than one child at the school, please name the youngest one.

In the event of a 'tie break' under this criterion, the distance criterion set out in 2(iii) below will be used to prioritise admission.

- iii) Children who **live nearest** to the academy. Suffolk LA will measure the distance by a straight line ('as the crow flies'). All straight-line distances will be calculated electronically by Suffolk LA using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which the straight-line distance is measured and reported to three decimal places. Where there is more than one home with a single building (for example apartments) we will measure to a single point with that building irrespective of where those homes are located.

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

- 3. Any remaining places** will be offered to children who live outside the academy's catchment area in the same priority order as set out in 2(ii) to 2(iii) above. See Suffolk County Council's website at www.suffolk.gov.uk for details of the relevant catchment area.

Waiting lists for year 7

As part of the co-ordinated scheme for secondary admissions, the school holds the waiting list on behalf of Paradigm Trust until the end of the first full week of the spring term in the normal admissions round. Parents/carers will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a waiting list may change if an application is subsequently received that meets a higher criterion than their own.

Appeals for September entry into year 7

If you are refused a place at Ipswich Academy you have the right to appeal to an independent panel. The Education Appeals Office will manage this process. Please ensure that appeals, together with the school's name and address, are sent to the Clerk of the Education Appeals Office at PO Box 579, Ipswich, Suffolk. IP1 2BX. Dates, venues and panels will be arranged by this office to ensure fair access.

The Education Appeals Office is unable to offer personal advice about your child's appeal. We can however discuss procedures, administration and legislation and can be contacted at educationappeals@suffolk.gcsx.gov.uk or by telephone on 01473 264219 or 264218.

All appeals should be heard by the same panel. The Education Appeals Office will endeavour to arrange all late independent appeal panel hearings at the same time. However, if this is not possible, late appeal applications will be heard within 30 school days of the appeal being lodged.

In-year applications

Ipswich Academy manages in year admissions. The application form ADM1, for in year admissions, is available on the school website or from reception. You should complete the form and send it to the school directly. We will consider your application and let you know whether we can offer your child a place at the school. If there are more applications than places available, we will use the admissions oversubscription criteria to see who can and cannot be offered a place. We will write to all successful and unsuccessful applicants within 10 working days of receipt of the application form. We will also let you know how to appeal against the refusal of a place. The school will also inform the local authority admissions team of all decisions made. We do not hold waiting lists for in-year applicants. If a place becomes available in a year group that has been full we will consider all current applications for that place, any applications that have been refused in the last 30 working days (excluding weekends and school holidays) and any applicants for whom an appeal has been lodged and is still to be heard. Applications will be priority ordered according to the oversubscription criteria and offered accordingly. Parents should stay in regular contact with the academy to determine whether school places are available or likely to become available in year.

If a place has been made available for your child, you must take up that place by the date given in the offer letter. The school will put your child on roll by this date. If you fail to take up that place, it may be withdrawn and may be reallocated.

In year appeals

If you are unsuccessful in gaining an in year admittance you have the right to appeal to an independent panel. This process is managed by the Education Appeals Office. Information relating to this process will be sent to you by the school, with the 'refusal of place' letter. Please ensure that appeals papers, when completed, are headed with the school name and address and are returned to the Clerk of the Education Appeals Office. Dates, venues and panels will be arranged by this office to ensure fair access.

Admission of children outside their normal age group

It is expected that children will normally be educated within their chronological year group. However, the academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned in line with the school

Admissions Code. The decision will take into account the views of the Principal and the Board of Directors of Paradigm Trust. The academy requires that a parent/carer makes an application for their child's normal age group at the usual time, but enables them to submit a request for admission out of the normal age group at the same time. The academy will inform the parent/carer of the decision in writing including the reasons for the decision. If the request is refused, parents/carers will be given the details of the complaints procedure.

6th form admissions

Entry into year 12 and year 13 is suspended for the academic year 2017-18.