

ADMISSIONS POLICY FOR IPSWICH ACADEMY

Date of last review	September 2017 (consulting on admissions for 2019/20)	Date of next review	August 2018
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 changed from those applicable for entry in the school year 2018/19.

The application process for normal year of entry admissions into Year 7 (in September 2019) 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 2018.

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 2019 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.

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 an 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. Siblings

Where the child has a sibling in the school or a sibling has already been offered a place at the school, and where the sibling will still be attending the school at the time of admission but not in the sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap. The term 'sibling' includes: natural, half, step, and adopted brothers and sisters; a child of the partner of the parent/carer; and children who are fostered into the family. In all these cases, the child and their sibling will both be living at the same address (that is where the child is ordinarily resident) in a single family unit. This means that children from different family units, where those separate families are living together at the same address, are not considered siblings under this criterion.

3. Children who are ordinarily resident in the catchment area

Definition of ordinarily resident:

By ordinarily resident we mean the place where your child usually lives. We consider this to be where they sleep overnight. We may need proof of this address. If you use another address to give the impression that your child lives at a different address to where they are ordinarily resident, such as a second home or a grandparent's address, so that you have a higher priority for a place at that

school; we consider this to be a fraudulent application. Where a child lives at two or more addresses, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Separate evidence in writing from each parent must be provided to confirm the child's living arrangements at the time of application.

In cases where the child spends an equal proportion of the school week at two or more different addresses, evidence of which is to be considered the main contact address will be required to support the application. Agreement in writing by the parents will be required to state which address is to be used as the ordinarily resident address. This address will then be used when processing all school preferences expressed. It is not acceptable to use one address for one school preference and another address for another school preference.

If we are aware of a parental dispute affecting the application, we may not be able to deal with the application and you may need to seek independent legal advice in order to resolve the matter.

Order of priority for catchment area applications:

- i) 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.

- 4. 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 3 above. See Suffolk County Council's website at www.suffolk.gov.uk for details of the relevant catchment area.

Tie-break

It is possible that the PAN of the school will be reached in any one of the categories set out above. For this reason, all applications will be prioritised according to the criteria described. Decisions will be made about the offer of places in accordance with those priorities. If it is necessary to use a tie-breaker to distinguish between two or more

applications, a distance criterion will be used. We will give priority to the applicants who live nearest to the school as measured by a straight line. In the unlikely event that two applicants competing for a single place at a school live the same distance from the school, the place will be offered to one applicant on the basis of lots drawn by someone independent of the school. If the final place available is offered to a twin, triplet or other multiple birth and the remaining sibling(s) would ordinarily be refused, we will offer places to the remaining sibling(s).

Late applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If you were unable to apply by the closing date, and the Local Authority agree that there are very exceptional reasons for an application being late, it will be considered as on time if it is received by the exceptional late date in the Co-ordinated Admissions Scheme and evidence is provided with your application. This only applies in circumstances outside your control which made it impossible for the application to have been made on time. Further information is available from the Local Authority on 0345 600 0981 or at www.suffolk.gov.uk/admissions.

Waiting lists for year 7

As part of the co-ordinated scheme for secondary admissions, the Local Authority 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 statutory.appealsoffice@suffolk.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 will manage 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 over-subscription 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 2019/20.