



Diocese of Norwich  
Education and  
Academies Trust

# Moorlands Primary Academy

## Admissions Policy

<b>Policy Type:</b>	<b>Trust Core Policy</b>
<b>Approved By:</b>	<b>DNEAT Board of Trustees</b>
<b>Approval Date:</b>	<b>18/09/2015</b>
<b>Date Adopted by LGB:</b>	<b>07/12/2015</b>
<b>Review Date:</b>	<b>September 2016</b>
<b>Person Responsible:</b>	<b>Academies Executive Officer</b>

## **Roles and Accountabilities**

The Diocese of Norwich Education and Academies Trust is accountable for all policies across its Academies. All policies, whether relating to an individual academy or the whole Trust, will be written and implemented in line with our ethos and values as articulated in our prospectus. We are committed to the provision of high quality education in the context of the Christian values of service, thankfulness and humility where individuals are valued, aspirations are high, hope is nurtured and talents released.

A Scheme of Delegation for each academy sets out the responsibilities of the Local Governing Body and Principal / Head Teacher. The Principal / Head Teacher of each academy is responsible for the implementation of all policies of the Academy Trust.

All employees of the Academy Trust are subject to the Trust's policies.

## **Admission responsibilities**

The DNEAT Board of Trustees is the Admissions Authority for all its academies and is responsible for establishing and approving an admissions policy. DNEAT is committed to serving children of all abilities and backgrounds from the communities where its academies are situated.

Admissions to academies and free schools are coordinated by the local authority and the Trust and its Local Governing Bodies (LGB) must use the published admission rules to prioritise applications. For further detail use the following web links:

Norfolk - <http://www.norfolk.gov.uk/view/NCC156928>

Suffolk - <http://www.suffolk.gov.uk/children-families-and-learning/schools/applying-for-a-school-place/apply-for-a-school-place-for-20162017/>

LGBs are responsible in their academy for consultation in regards to the Admission Policy, for application decisions and to appeal against Local Authority directions to admit pupils.

## **When do children start school?**

Children will be offered a full time place in a reception class from the September after their fourth birthday (i.e. from the start of the academic year in which they turn five). Infant schools are for 4+ to 7 year olds and primary schools are for 4+ to 11 year olds.

Parents can request that the date their child is admitted to school is deferred until later in the year or until their child reaches compulsory school age. Where entry is deferred within the school year, the authority will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Where a parent of a summer born child wishes to defer their child's entry until the following academic year the admission authority will make decisions based on the circumstances of each case and in the best interests of the child. The admission authority will follow the process indicated by the DfE in their Summer Born Guidance issued in December 2014 and any subsequent guidance.

## **Applying to Moorlands Primary Academy**

The Governors have agreed an intake limit of 45 reception children per year. If there are more children who wish to enter school than there are places then the following criteria will apply:

1. Children with an Education, Health and Care Plan (or Statement of Special Educational Need) naming the academy (NB this is a duty for all schools / academies)
2. Children who are looked after by the Local Authority and former LAC who have been adopted or are the subject of a special guardianship order
3. Residence within the normal catchment area of the academy
4. Siblings, adopted or foster brothers/sisters of pupils previously admitted to the academy and living at the same address and who will still be attending the academy when the sibling, adopted or foster brother / sister will start
5. Parents who wish their children to receive an education in a Church of England academy should support this application with a letter from a church minister, either local or outside the locality. The letter should state how frequently the child attends church which should be at least once a month.
6. Any other applicants

In the event of the Governors having to make a choice between candidates with cases of equal strength, the shortest distance from home to school in a straight line as the crow flies should have priority.

Parents need to apply for a school place direct to the Local Authority, using an application form. The form is included in the County Council's guidance and can be accessed from their website as detailed above.

## **In-year admissions**

As from September 2015 Suffolk County Council will not be handling in-year admissions. DNEAT's Suffolk academies need to refer to Appendix 1 in addition to this policy.

## **Monitoring and evaluation**

This policy is reviewed annually in line with the legal timelines for admissions

# Procedure for Own Admission Authority Schools on how to process in-year applications received from September 2015 onwards

This applies to all Academies, Free  
Schools, Foundation and Voluntary aided  
Schools

1 September 2015

## Introduction

As part of the Admissions Consultation for 2015/2016 held in January and February 2014, we proposed to stop co-ordinating in-year admissions for Own Admission Authority (OAA) schools. This is because there is no longer a requirement within the School Admissions Code for the Local Authority (LA) to do so. It was subsequently agreed that from September 2015 the LA would no longer co-ordinate in-year applications for OAA schools.

This document sets out the proposed procedure between OAA schools and the LA for all in-year applications from September 2015. We invited schools to let us know if they were unable to adopt this procedure. We received a few comments from schools and have responded to them in this final version of the procedures. We did not receive any responses from schools to let us know they were unable to follow them and so assume that all are happy to do so. If this is not the case, please let us know.

## Department for Education School Admissions and Appeals Codes

The School Admissions Code (2014) and the School Admissions Appeals Code (2012) can be found below:

<https://www.gov.uk/government/publications/school-admissions-code--2>

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

The School Admissions Code (December 2014), paragraph 2.22, states:

*'Own admission authority schools **must**, on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right to appeal against the refusal of a place.'*

We invited some academies, free schools and the Church of England Diocesan Authority to work in partnership with us to develop a new procedure that would comply with the Code and be simple to administer. Three of our high schools and a Church of England Diocesan Authority representative worked with us to develop the flowchart on the next page.

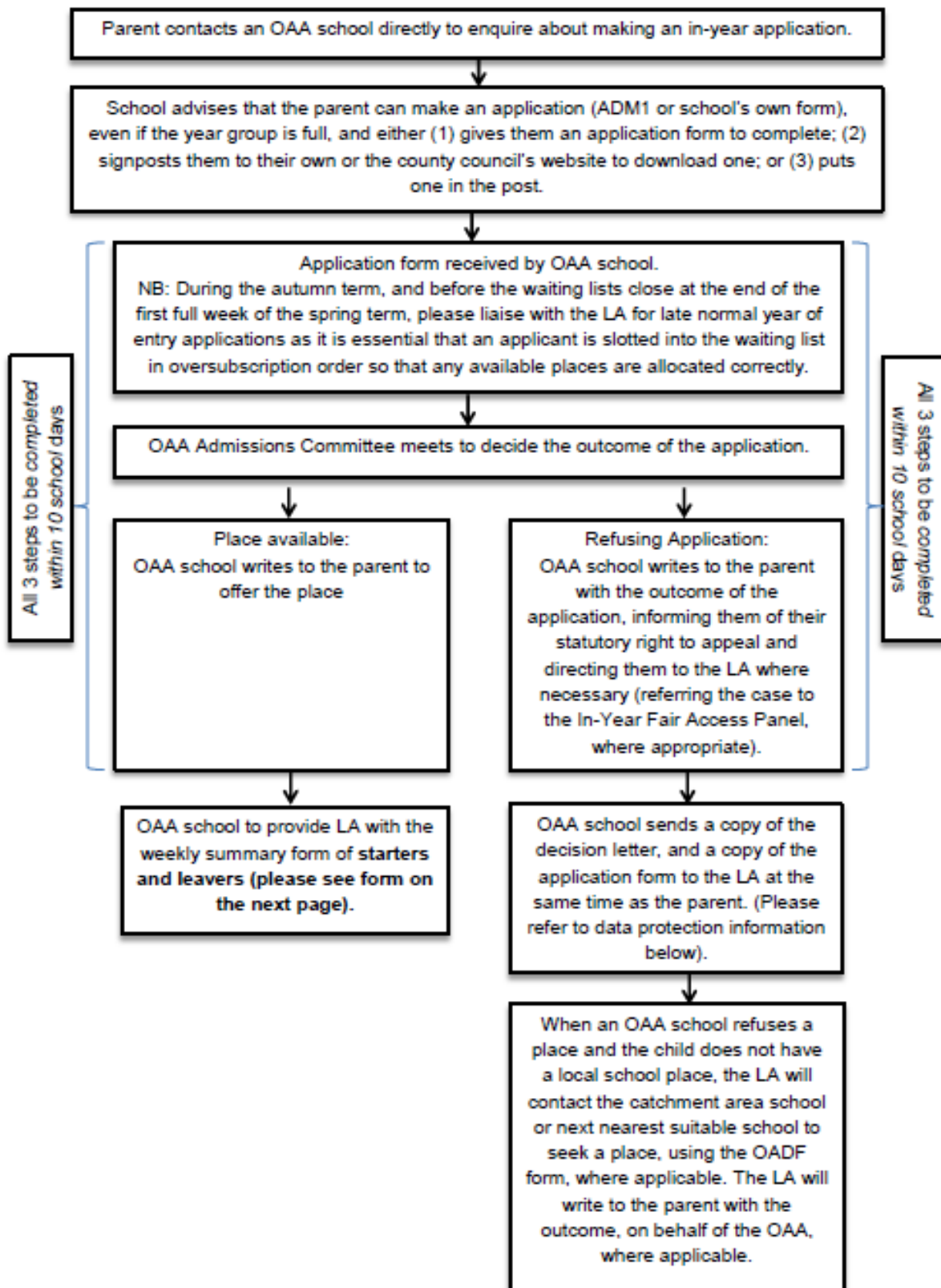
Some parents may find the in-year application process complicated, particularly if they wish to apply for a place at an OAA school and a community school. In working together, we hope that the process for parents would be easy and that they can be signposted quickly to the LA when it is not possible for an OAA school to offer their child a place.

All OAA schools are asked to follow the procedure in order to comply with the School Admissions Code and to ensure a consistent, fair and simple process for parents.

**If you have any queries please contact the admissions team on 01473 260992**

**or email [admissions@suffolk.gcsx.gov.uk](mailto:admissions@suffolk.gcsx.gov.uk)**

### Flowchart for Processing In-Year Applications



### **ADM1 application form**

The School Admissions Code, paragraph 2.21, says that Local Authorities must, on request, provide a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority. Any parent can apply for a place for their child at any time to any school outside the normal admissions round.

We have developed an ADM1 application form which is available on our website at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions) / apply for a school place in 2015/2016 / step 3. This includes a disclaimer to explain how the Governing Body/Academy Trust will use the applicant's information. This says, *"The Governing Body/Academy Trust will use the information you have provided in your application for a school place in accordance with the Data Protection Act 1998. They will check and/or share this information with other admission authorities, local authorities, schools or education professionals, where necessary, to process your application and to enable Suffolk County Council to keep up to date figures on the availability of school places. They may share your information with other agencies to help you and/or your family to receive the appropriate services for your child's education, to help prevent fraud, or if required to do so by law."* Should you decide to develop your own application form we would recommend that you use this disclaimer, or you may prefer to seek your own advice.

### **Data Protection**

- You will need to send information to us securely. This may mean password protecting the document before sending and telephoning the password to the Admissions Team. We will remove the password when we receive your document as it will be stored in a secure place.
- We would like to remind schools that you should have a message on your website that states personal data is processed in accordance with the Data Protection Act 1998.

### **Starters and Leavers form**

In order for the LA to be able to respond accurately to parental enquiries regarding the availability of school places in the area, please provide all of your leavers as well as starters and those who have been offered a place but have not yet started. We have developed the Starters and Leavers form on the next page and ask that all OAA schools complete and return this to us on a weekly basis, when there has been pupil movement in or out of any year group. Please note that listing a leaver on this form does not affect the normal procedure to record a child as missing education (CME) as this procedure must still be followed.

### **Signposting Parents**

The Schools in Suffolk 2016/2017 booklet will make it clear to parents that they should make an in-year application directly to an OAA school. We will highlight the OAA schools in the Directories Of Schools in Suffolk 2016/2017 to help parents. In addition, we will maintain an OAA Schools list on our website from September 2015 and keep it updated to reflect any changes to a school's status.

### **Decision Letters**

We have provided some proposed text that you may wish to include in your decision letters to parents.

**Starters and Leavers Form for Own Admission Authority Schools**

<b>School Name:</b>		<b>Date Form Sent to LA:</b>	
---------------------	--	------------------------------	--

Child's Name	Child's DOB	Year Group	Date started	Date of Leaving	Reason for Leaving / Destination	New NOR in the relevant Year Group

Please return this form password protected to [admissions@suffolk.gcsx.gov.uk](mailto:admissions@suffolk.gcsx.gov.uk)