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Administration



Admissions Policy 2017-18

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1 Introduction

- 1.1 This procedure has been adopted by the Governing Body of Ormiston Maritime Academy on 2 December 2015.
- 1.2 The Academy will act in accordance with all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department of Education (the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy.

Equality and Diversity : All policies are intended to ensure that no-one is treated in any way less favourably on the grounds of race, colour, national or ethnic or social origin, race, disability, gender, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity, age, religion / belief or political / other personal beliefs.

2 Principles

- 2.1 The Academy will participate in North East Lincolnshire Local Authority’s co-ordinated phased admission arrangements for secondary transfer and the locally agreed in-year Fair Access Protocol.
- 2.2 The Secretary of State may :
 - a) Direct the Academy to admit a named pupil to Ormiston Maritime Academy on application from a local authority. Before doing so, the Secretary of State will consult with the Academy.
 - b) Direct the Academy to admit a named pupil to Ormiston Maritime Academy if the Academy has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
- 2.3 The Academy shall ensure that parents and “relevant children” will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Independent Appeal Panel will be independent of the Academy Governing Body. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department of Education as it applies to Academies, Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
- 2.4 The Academy shall prepare guidance for parents/carers and children on the right of appeal and the associated process and provide a named contact who can answer any enquiries they may have about the process. The Academy may, if it chooses, enter into an agreement with a local authority or any other organisation to recruit, train and appoint independent appeal panel members, and / or to arrange for administration and clerking.

3 Procedures

- 3.1 The Academy shall consult the following parties on any changes to the Academy's proposed admission arrangements for a minimum of six consecutive weeks between 1 October until 31 January in the 'Determination Year'.
- a) North East Lincolnshire Council (NELC), the local authority;
 - b) Any other admission authorities for primary and secondary school located within the relevant area for consultation;
 - c) Any other governing body for primary and secondary schools located within the relevant area for consultation;
 - d) Affected admission authorities in neighbouring local authority areas;
 - e) Parents living in the relevant area for consultation whose children have attained the age of two but are not above compulsory school age and who are or will be eligible to apply to be admitted to the Academy;
 - f) Community groups which the Academy considers relevant;
 - g) Teaching unions if the consultation includes any changed admission number.
- 3.2 Such consultation shall be in line with the requirements of the Codes and relevant admissions legislation, which at the date of this Agreement is section 89 of the School Standards and Framework Act 1998 as amended and Regulations under that section.
- 3.3 As soon as any changes are made or proposed to the arrangements, the consultation cycle must be followed for the next determination year.
- 3.4 The Academy will consider comments made by those consulted in accordance with the standards governing consultation above including any requests to amend the proposed admission number, before determining the admission arrangements for the Academy.
- 3.5 The Academy will determine its admission arrangements and notify all consultees listed above. If any of those persons or bodies object to the Academy's admission arrangements, including the proposed admission number, they can make representations to the Chair of Governors. Any representations must be made by 30 June in the Determination Year.
- 3.6 Each Determination Year, the Academy shall publish the Ormiston Maritime's agreed admission arrangements by :
- a) a copy being uploaded to the Academy's website;
 - b) a copy being uploaded to the NELC website.
- 3.7 The published admission arrangements will set out :
- a) the name and address of Ormiston Maritime Academy and contact details;
 - b) a summary of the admission policy, including full oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) the Published Admission Number;
 - e) the Arrangements for appeals.
- 3.8 Once the Academy's admission arrangements have been determined for a particular year and published, the Academy will not make any change to such arrangements

unless there is a major change of circumstances and the following procedures have been followed :

- a) the Academy has consulted those who are required to be consulted (above) on the proposed variation;
- b) following such consultation, the Academy has applied to the Secretary of State to approve the change setting out :
 - the proposed change;
 - reasons for wishing to make such a change;
 - any comments of objections to the proposal from those consulted; and
- c) following such application, the Secretary of State has provided his consent to the proposed variation.

3.9 The Academy shall, following the prior written agreement or direction of the Secretary of State, vary the Academy's admission arrangements where such changes are necessary to ensure compliance with the relevant provisions of admissions law or the Codes as they apply to maintained schools. Such changes may be made at any time. Any changes to the Academy's admission arrangements brought about through the variation processes described above must be published within the Academy's prospectus and on its website and be communicated within 7 days to those persons who must be consulted above (3.1).

3.10 Any person or body who considers that the Academy's arrangements are unlawful or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Chair of Governors who will take the matter forward.

3.11 Records of applications and admissions to the Academy shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

3.12 The Academy has the following agreed admission number for Ormiston Maritime for the year 2017/18 and, subject to any changes approved or required by the Secretary of State, for subsequent years - 190 for pupils in Year 7.

3.13 Arrangements for applications for places at Ormiston Maritime Academy will be made in accordance with the local authorities phased co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by NELC. The national closing date for applications in the normal admission round is 31 October.

3.14 The Academy will consider all applications for places at Ormiston Maritime. Where fewer than the published admission number(s) for the relevant year groups are received, the Academy will offer places at Ormiston Maritime to all those who have applied using the Academy's published oversubscription criteria (section 4).

4 Admissions to Year 7

4.1 Where the number of applications for admission is greater than the published admission number, applications will be considered against the Academy's oversubscription criteria set out below. After the admission of pupils with statements of Special Educational Needs / Education, Health and Care Plan (EHCP) where Ormiston Maritime Academy is named in Part 4 of the statement / recorded in the

plan, the oversubscription criteria will be applied in the order in which they are set out below :

- a) Looked after Children (children in public care) or a child who was previously looked after;
- b) Having brothers or sisters (siblings) who are already at the school when your child is due to start;
- c) Living in the catchment area;
- d) Children of staff employed at the Academy;
- e) Geographical. The Academy will give priority to those living nearest to the Academy

4.2 These criteria are also used as a tie-breaker. Whenever two applicants have the same priority based on criteria c) or e), then the child who lives closest to the Academy will be given the higher priority.

4.3 Notes

- a) The definition of a 'looked after child' is a person under the age of 18 who is provided with accommodation by a local authority, acting in its social services capacity, for a continuous period of more than 24 hours, by agreement with the parents or in accordance with section 22 of the Children's Act 1989. Previously looked after refers to those children who immediately after being looked after became subject to an adoption order, child arrangements order (under the provisions of the Children and Families Act 2014), or specialist guardianship order (under Section 14A of the Children Act 1989). Children looked after under an agreed series of short term placements (respite care) are excluded.
- b) Admission of pupils whose siblings, including
 - step-siblings
 - adopted siblings
 - siblings from multiple births;and whose primary residency is the same address, currently attend Ormiston Maritime Academy and who will continue to do so on the date of admission;
- c) Admission of pupils on the basis of catchment proximity to Ormiston Maritime Academy. The Academy has the right to investigate whether or not you live at the address you say you do and may change any offer if incorrect information has been given;
- d) Children of staff at the Academy
 - Where a member of staff has been employed at the Academy for two or more years at the time the application for admission is made.
 - Where a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- e) Admission of pupils on the basis of proximity to Ormiston Maritime Academy will be made using the shortest, safest walking route from the main entrance of the Academy to the front door of the child's home (including flats) using the local authority's computerised measuring system. Those living closer to the school will receive the higher priority.

5 Admission of children outside their normal age group

5.1 Paragraph 2.17 of the School Admissions Code enables parents/carers to request that their child to be admitted to school outside of their normal age group.

- 5.2 Parents/carers who wish to make such a request should still make an application for their child's normal age group at the usual time in line with the timescales set out in North East Lincolnshire Local Authority's Secondary School Admissions Coordinated Scheme i.e. for entry into Year 7. All requests will be considered taking into account the individual circumstances, relevant professional advice where appropriate, including discussion with the parent/carers preferred school / academy, decision of the relevant admission authority and the best interests of the child.
- 5.3 If, after full consideration of all relevant information, the parents/carers wish to proceed with the request to educate their child outside of their chronological year group, they would need to complete a form accepting parental responsibility for the decision and acknowledging that they would need to complete a further application, at the relevant time, for their preferred school / academy which may not be successful.
- 5.4 It should be noted that a decision to admit, and educate, a child outside of their chronological age year group may affect their education placement in secondary school and later into a further education placement.

6 Waiting lists

- 6.1 Where in any year Ormiston Maritime Academy receives more applications for places than there are places available, after applying the Academy's oversubscription criteria, the Academy's oversubscription criteria will be applied and a waiting list will operate. This will be maintained by both the local authority and Academy and it will be open to any parent/carer to ask for his or her children's name to be placed on the waiting list following an unsuccessful application.
- 6.2 Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

7 In Year Admissions

- 7.1 All in year admissions are processed in house by Ormiston Maritime Academy who will then inform North East Lincolnshire Council Admissions Team of acceptance or decline of applicant.
- 7.2 If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is refused will be offered the right of appeal.
- 7.2 Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Ormiston Maritime Academy and the efficient use of resources.

8 Appeals against a decision not to admit a child to the school

- 8.1 Parents have a legal right of appeal to an Independent Appeal Panel against a decision not to admit a child to the Academy. The Academy will be happy to provide information about this on request.

9 Contact details

9.1 For further information and information about the appeals process please contact :

Compliance Officer
Ormiston Maritime Academy
Westward Ho
Grimsby
North East Lincolnshire
DN34 5AH

Telephone : 01472 310015

E-mail : Compliance@omacademy.co.uk

Appendix 1

How to access OfSTED and Performance Table information

This can be accessed in several ways:

1. OfSTED reports and dates of future inspections are available from the following :
 - www.ofsted.gov.uk
 - Direct from the school concerned
 - The Grimsby Library, Victoria Street, Grimsby – Reference Section
2. The performance league tables are available from :
 - The Grimsby Library, Victoria Street, Grimsby – Reference Section
 - www.ofsted.gov.uk
 - Within the Academy's prospectus together with national averages comparison.