

Ratified by Oasis Academy Bristol's  
Academy Council (now Oasis  
Academy John Williams)

Date: 5<sup>th</sup> February 2010

# Admissions Policy

## Implementation: July 2010

## Review: Autumn 2010



## **1 Introduction**

- 1.1 This document sets out the admission arrangements for Oasis Academy John Williams, throughout this document referred to as “the Academy”. These arrangements are without prejudice to the provisions of Annex B in the Master Funding Agreement (relating to Statemented students).
- 1.2 Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.
- 1.3 Oasis Academy John Williams is a non-selective school open to students of all religious faiths or those of no faith.

## **2 School Admissions Code/ School Admissions Appeal Code**

- 2.1 The Academy will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.
- 2.2 Reference in the codes to admission authorities shall be deemed to be references to Oasis Community Learning. References to ‘the Local Authority’ (LA) shall be deemed to be references to the Bristol Children and Young People’s Services and references to ‘the Admissions Forum’ to be to the Bristol Admissions Forum. In particular, the Academy will take part in the Admissions Forum set up by the LA and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA.
- 2.3 Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

## **3 Admission arrangements approved by the Secretary of State**

The admission arrangements for the Academy for the year 2011/2012 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- 3.1 The Academy has an agreed admission number of 162 students in year 7. The Academy will accordingly admit at least 162 students in the relevant age group each year if sufficient applications are received. The Academy will make provision for a total of 250 students in the sixth form. 125 places overall will be available in year 12 and the number of places which will be offered on an annual basis to eligible external applicants to year 12, is 10.
- 3.2 The Academy may set a higher admission number as its published admission number for any specific year. Before setting an admission number higher than its agreed admission number, the Academy will consult those listed at paragraph 12.2 below. Students will not be admitted above the Published Admission

Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

- 3.3 If the Academy admits a total of 26 students in excess of its admission number in any 3 year period it will determine a higher admission number, after consulting those bodies listed at paragraph 11.2.

## **Admissions procedures**

### **4 Application process**

- 4.1 Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the LA.
- 4.2 The Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Admissions Forum or LA:
- September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2011 for admission in September 2012). The Academy will also provide information to the LA for inclusion in the composite prospectus, as required
  - June / July - The Academy will provide opportunities for parents to visit the Academy
  - October - CAF to be completed and returned to the LA to administer
  - November / December - LA sends applications to Academy
  - January - Academy sends list of students to be offered places to LA
  - February - LA applies agreed scheme for own schools, informing other LAs of offers to be made to their residents
  - 1st March offers made to parents / carers.

### **5 Consideration of applications**

- 5.1 The Academy will consider all applications for places. Where fewer than 162 applications are received, the Academy will offer places to all those who have applied.

### **6 Procedures where the Academy is oversubscribed**

- 6.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with Statements of Special Educational Needs where the Academy is named on the Statement, the criteria will be applied in the order in which they are set out below:
1. Children in public care (Looked after Children) at the time of application.
  2. Living In the catchment area (as defined by the LA).
  3. Siblings of students who will be members of Years 7 to 11 at the Academy on the date when the applicant would be admitted. The term 'sibling' means a full, step, half, adopted or fostered brother or sister, or other child living permanently within the same household. The Academy reserves the right to ask for proof of relationship.
  4. Children who live the nearest distance from the Academy within the area of first priority previously established for Hengrove Community Arts College.
  5. Children who live the nearest distance from the Academy outside the area of first priority previously established for Hengrove Community Arts College. The distance used to determine how close the child lives to the Academy will be the direct line measurement from the front door of the permanent home address to the main entrance to the Academy site using the LA's computerized measuring system. The child's permanent home address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested at any time throughout the admissions process.

If false or misleading information is used to gain entry to the Academy, the offer of a place will be withdrawn and the application cancelled. If there are more applicants than there are places remaining within a particular category and where there is no difference in distance from home to school for two or more children, random allocation will be used to allocate the final available place(s) and to establish priority on the waiting list.

**Please note:**

Should there be more applicants from criterion 2 or 3 than places available, then criterion 4 and then criterion 5 will be used to determine who will be allocated a place.

## **7 Operation of waiting lists**

- 7.1 Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for at least one term after the admission date. This will be maintained by the Academy and it will be open to any parent / carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

- 7.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6.1.
- 7.3 Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **8 Arrangements for appeals panels**

- 8.1 Parents / carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the School Admission Appeals Code published by the Department for Children, Schools and Families as it applies to Foundation and Voluntary Aided schools. (Appendix 1)
- 8.2 The determination of the appeal panel will be made in accordance with the School Admission Appeals Code and is binding on all parties. The Academy should prepare guidance for parents / carers about how the appeals process will work and provide parents / carers with a named contact who can answer any enquiries parents / carers may have about the process.

## **9 Arrangements for admission to post 16 provision**

- 9.1 The Academy operates a sixth form for a total of 250 students. 125 places overall will be available in Year 12 (the Year 12 'capacity')

The admission number for Year 12 is **10**.

This is the number of places which will be offered on an annual basis to eligible external applicants.

If fewer than 115 of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 125.

- 9.2 To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or other measures of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website.

Children already on the Academy roll are entitled to transfer to Year 12 if they meet the published standards of entry.

If Year 12 is oversubscribed then, after the admission of students with Special Educational Needs where the Academy is named on the statement, the oversubscription criteria, as laid out in section 6.1 of this policy, will be applied in the order in which they are set out.

- 9.3 Where there is space within year 13 (i.e. where there are fewer than 125 students in the year group) the Academy will admit additional students up to this number using the oversubscription criteria in section 6.1.
- 9.4 There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

## **10 Arrangements for admitting students to other year groups, including to replace any students who have left the Academy**

- 10.1 Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy must consider all such applications and, if the year group applied for has a place available, admit the child.
- 10.2 All in-year applications must be directed to the LA under new coordinated in-year admission arrangements.
- 10.3 If more applications are received than there are places available, the oversubscription criteria in 6.1 shall apply. Parents / carers whose application is turned down are entitled to appeal.

## **11 Arrangements for admission of students as the Academy builds to its full capacity**

- 11.1 On 31st August 2008, the predecessor school, Hengrove Community Arts College, closed. On 1st September 2008, all students entering Years 8 to 11 transferred from the predecessor school to the Academy.
- 11.2 The sixth form will open for students in Year 12 from September 2010 and for students in Year 13 from September 2011, following consultation with those bodies listed in 12.2.
- 11.3 Admission to Year groups without a published admission number will be based upon the size of teaching groups already existing in the Academy and the efficient use of resources.
- 11.4 There will be a right of appeal to the independent Appeal Panel for unsuccessful applicants.

## **12 Annual procedures for determining admission arrangements**

- 12.1 The Academy shall consult each year on its proposed admission arrangements.
- 12.2 The Academy will consult by 1st March:

- The LA.
- The admissions forum for LA.
- Any other admission authorities for the primary and secondary schools located within the relevant area for consultation.
- Any other governing body for primary and secondary schools (as far as not falling with the above) located within the relevant area for consultation.
- Affected admission authorities in neighboring local authority areas.
- Parents/ carers living in the relevant area for consultation
- Community groups which the Academy considers relevant.
- Teaching unions (if admission numbers are rising).

12.3 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements by 15th April of the relevant year and notify those consulted what has been determined.

### **13 Publication of admission arrangements**

13.1 The Academy will publish its admission arrangements each year once these have been determined, by:

- Copies being sent to primary and secondary schools in the LA
- Copies being sent to the offices of the LA.
- Copies being made available without charge on request from the Academy
- Copies being sent to public libraries in the area of the LA for the purposes of being made available at such libraries for reference by parents / carers and other persons

13.2 The published arrangements will set out:

- The name and address of the Academy and contact details
- A summary of the admissions policy, including oversubscription criteria
- A statement of any religious affiliation
- Numbers of places and applications for those places in the previous year
- Arrangements for hearing appeals

### **14 Representations about admission arrangements**

14.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements.

14.2 Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements they can make representations to the Secretary of State. The Secretary of State will consider the representation and in

so doing will consult the Academy. Where he judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements.

- 14.3 Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.
- 14.4 In addition to the provisions at paragraphs 14.1, 14.2 and 14.3 above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

## **15 Proposed changes to admission arrangements by the Academy after arrangements have been published**

- 15.1 Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances.
- 15.2 In such cases, the Academy must notify those consulted under paragraph 12.2 above of the proposed variation and must then apply to the Secretary of State setting out:
- The proposed changes
  - Reasons for wishing to make such changes
  - Any comments or objections from those entitled to object

## **16 Need to secure Secretary of State's approval for changes to admission arrangements**

- 16.1 The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined in 12.2
- 16.2 Where the Academy has consulted on proposed changes the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
- 16.3 The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.

## **17 Admission records**

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

## **Appendix 1 Admission appeals procedure**

### Oasis Community Learning Admission Appeals Information

#### **Admission Authority**

- 1 Oasis Community Learning is the Admission Authority for its Academies. Therefore, Oasis Community Learning is required to make arrangements for the hearing of appeals against decisions not to offer a place to a child at the Academy.

#### **Admission Appeals**

- 2 Parents / carers have a right to appeal in the event that their application for a place in an Academy is unsuccessful. Appeals should be lodged with the Clerk to the Appeal Panel within 14 days of the date of the letter notifying that the application was unsuccessful. Appeals inside the normal admission round are normally held in April or May, whilst appeals for admission outside the normal admission round ('in year appeals') will be held within 30 school days of the appeal being lodged.

#### **Late Appeals**

- 3 Where an appeal is submitted after more than 14 days of notification of the decision, the appeal may be held at a later date. In year appeals (i.e. those outside the normal admissions round) will always be held within 30 school days of being lodged.

#### **Appeal Panel**

- 4 Admission appeals are heard by an independent Appeal Panel of three members. The Academy will be responsible for establishing the Appeal Panel by recruiting members themselves or delegating to another body. At least one member of the Panel is a lay member; that is, someone without personal experience in the management of any school or the provision of education in any school. At least one member has experience in education; that is, someone who is acquainted with educational conditions in the area or who is a parent / carer of a registered student at a school. One member acts as Chair of the Panel.
- 5 No one may be a member of the Appeal Panel if they were party to the decision not to admit the child about whom the appeal is concerned, or took part in any discussions about how the decision was reached.
- 6 Parents / carers should not attempt to discuss matters relating to their appeal with any member of the Appeal Panel prior to the meeting.

#### **The Powers of the Appeal Panel**

- 7 The Appeal Panel's decision is binding on the Admission Authority. If the Panel upholds the appeal presented by the parents / carers, the child must be admitted to the Academy.

- 8 An Appeal Panel decision can only be overturned by the Courts, where the parents / carers or Admission Authority are successful in applying for Judicial Review of that decision.
- 9 The Appeal Panel cannot hear complaints or objections on the wider aspects of admission policies and practice. The Appeal Panel cannot change the Academy's admission criteria. The Academy's admission criteria are in section 6 of this policy.

### **Action prior to the Appeal Panel meeting**

- 10 Parents / carers have the right to attend the Appeal Panel meeting and to present their appeal orally to the Panel. However, in addition, parents / carers may provide their appeal in writing with any supporting evidence to the Clerk to the Appeal Panel prior to the meeting. Written material received seven days before the date of the appeal meeting will be sent to the Appeal Panel members prior to the meeting so that they can study the material in advance.
- 11 The Academy may also present its representations and evidence to the Clerk at least seven days before the date of the appeal meeting so that they may be read in advance by the Appeal Panel members.
- 12 Any materials presented by the Academy will be sent in advance to the parents / carers and any materials presented by the parents / carers will be sent in advance to the Academy. The basic principle followed is that all information presented to the Clerk as part of the appeals process is available to all parties to the appeal.

### **Notice of the Appeal Panel meeting**

- 13 Parents/ carers will receive written notice at least 10 school days before the date their appeal will be heard unless the parent / carer agrees to a shorter notice period.

### **Representation**

- 14 Parents / carers are encouraged to attend the Appeal Panel meeting in person and to make oral representations; that is, to clarify or supplement their written appeal. The parent / carer may be accompanied by a friend, adviser or be represented. Parents / carers may also bring an interpreter. In all circumstances where the parents / carers intend to bring along someone else, parents / carers should give advance notice to the Clerk preferably at least 3 working days prior to the meeting of the name of the other person attending and the capacity in which they are attending.

### **The Appeal Panel meeting**

- 15 The Appeal Panel hearing is in two parts. Firstly, the Academy's Presenting Officer presents the case that to admit any more students would prejudice the provision of efficient education or use of resources. This part of the hearing may

involve a number of parents / carers together. The parents / carers are given the opportunity to question the Presenting Officer Secondly, the parents / carers are given the opportunity to present to the Appeal Panel individually (without other parents / carers present). The Chair of the Appeal Panel ensures that the stages of the second part of the meeting take the following order:

- a- The parents / carers present their case to the Panel.
  - b- The Presenting Officer is given the opportunity to question the parents / carers.
  - c- The Presenting Officer sums up the Admission Authority's case.
  - d- The parents / carers sum up their case.
- 16 The Appeal Panel members may ask questions at any time if they require clarification of what is being said or if they need information in order to reach a decision.

#### **After the Appeal Panel meeting**

- 17 The written decision of the Appeal Panel will normally be sent to the parents / carers by the Clerk within seven days of the meeting.

#### **Non-attendance at the Appeal Panel hearing**

- 18 If the parents / carers provide the Appeals Administrator with their telephone number, the Appeals Administrator will inform the parent / carer of the date and time of the Appeal Panel hearing both by letter and by telephone.
- 19 If through unforeseeable circumstances, the parents / carers are unable to attend the hearing on the day, they must telephone the Appeals Administrator immediately and give the reason for the non-attendance. The parents / carers will be asked if they want the appeal to go ahead in their absence. If they wish to seek another appointment, the matter will be referred to the Chairman of the Appeal Panel who will decide, based on the parents' / carers' reason for nonattendance, whether to hear the appeal in the absence of the parents / carers or defer consideration to a subsequent hearing.
- 20 Where parents / carers fail to attend on two occasions, the Appeal Panel will consider the appeal in the absence of the parents / carers.

#### **Further information**

- 21 Any queries about the appeals process should be made to: **Chair of Academy Council**  
e-mail: [enquiries@oasisuk.org](mailto:enquiries@oasisuk.org)

All correspondence should be addressed to: Clerk to the Appeal Panel.