

Admissions Policy

for 2020/21 Admissions

(including Admissions Arrangements)

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ADMISSIONS POLICY

This document sets out the admission arrangements for Francis Combe Academy for 2014-15 and all subsequent years, and is in accordance with the Annex B of the Academy's Funding Agreement with the Secretary of State for Education.

1. This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The Academy Trust will act in accordance with, and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for 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 Trust.
3. Notwithstanding any provision in this Agreement, the Secretary of State may direct the Academy Trust admit a named pupil to the Francis Combe Academy on application from a local authority. Before doing so the Secretary of State will consult the Academy Trust.
4. The Academy Trust shall ensure that parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.
5. The Academy Trust shall prepare guidance for parents about how the appeals process will work and provide parents with a named contact who can answer any enquiries parents may have about the process. The Academy Trust may, if it chooses, enter into an agreement with the LA or any other organisation for it to recruit, **train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.**

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

6. The Academy Trust shall consult the following parties on the Academy's proposed admission arrangements by 1 March in the Academy Financial Year beginning two years before the Academy Financial Year which the admissions arrangements will be for e.g. January 2017 for admissions in September 2018, ("Determination Year"):
 - a) The LA.
 - b) The admission forum for the LA.
 - c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA.
 - d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation.
 - e) Affected admission authorities in neighbouring local authority areas.
 - f) Parents of children between the ages of two and eighteen.
 - g) Other persons in the relevant area who, in the opinion of the admission authority, have an interest in the proposed arrangements. (These needed to be included from HCC).

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.

Academy Trust Determination of Admission Arrangements

7. The Academy Trust will consider comments made by those consulted in accordance with paragraph 6, including any requests to amend the proposed admissions number, before determining the admissions arrangements for the Academy.
8. The Academy Trust will determine the Academy's admission arrangements by 15th March of the Determination Year and notify those consulted in accordance with paragraph 6 what has been determined within 14 days of that decision being made.

Representations about admission arrangements

9. Where the Academy Trust has determined the Academy's admission arrangements and notified all those bodies that it has consulted in accordance with paragraph 8, if any of those bodies object to the Academy's admission arrangements, including the proposed admissions number, they can make representations to the Secretary of State. Any representations must be made by 15th May in the Determination Year.

Secretary of State's Consent for Changes to Admissions Arrangements

10. Where the admissions arrangements determined in a Determination Year in accordance with paragraph-8 are different to the admissions arrangements currently in existence for the Academy, the Academy Trust shall by 15th May in the Determination Year apply to the Secretary of State for him to consent to such amended admissions arrangements.

Secretary of State's Power to Accept, Modify or Reject Admissions Arrangements

11. Where the Secretary of State has received any representations made in accordance with paragraph 10, the Secretary of State must consult the Academy Trust on such representations. Following such consultation, by 30th June in the Determination Year the Secretary of State may direct that the Academy Trust amends the proposed admissions arrangements for the Academy. The Academy Trust shall comply with any such direction.
12. Where the Secretary of State has received an application made in accordance with paragraph 11 to consent to any amended admissions arrangements, the Secretary of State must by 30th June in the Determination Year either approve the amended admissions arrangements or direct that the amended admissions arrangements are not implemented or must be modified. The Academy Trust must comply with any such direction.

Publication of Admission Arrangements

13. The Academy Trust shall each Determination Year publish the Francis Combe Academy's agreed admission arrangements by:
 - a) copies being sent to the persons consulted in paragraph 6
 - b) copies being sent to the offices of the LA;
 - c) copies being made available without charge on request from the Academy;
 - d) Copy Available on the Academy's website
14. The published admissions arrangements will set out:
 - a) the name and address of Francis Combe Academy and contact details;
 - b) a summary of the admissions policy, including oversubscription criteria and any arrangements for post-16 admission;
 - c) a statement of any religious affiliation if relevant;
 - d) numbers of places and applications for those places in the previous year; and
 - e) arrangements for hearing appeals.

Proposed Changes to Admission Arrangements by Francis Combe Academy After Arrangements Have Been Published

15. Subject to paragraph 17, once the Academy's admission arrangements have been determined for a particular year and published, the Academy Trust 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 Trust has consulted those who were consulted under paragraph 6 above on the proposed variation;
 - b) following such consultation, the Academy Trust has applied to the Secretary of State to approve the change setting out:
 - i) the proposed change;
 - ii) reasons for wishing to make such change;
 - iii) any comments or objections to the proposal from those consulted; and
 - c) following such application, the Secretary of State has provided his consent to the proposed variation.
16. The Academy Trust shall following the prior written agreement or direction of the Secretary of State vary the Academy's admissions 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.
17. Any changes to the Academy's admission arrangements brought about through the variation processes in paragraphs 16 or 17 above must be published within the Academy's prospectus and website (if it has one) and be communicated within 7 days to those persons who must be consulted under paragraph 7.
18. The Academy Trust must make arrangements for a parent of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
19. Where a representation is made in accordance with paragraph 19, the Secretary of State may, after consulting the Academy Trust, direct that the Academy Trust modify its arrangements for the admission of pupils to the Academy so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy Trust must comply with any such direction.
20. Records of applications and admissions to the Academy shall be kept by the Academy Trust for a minimum period of ten years and shall be open for inspection by the Secretary of State.



Admission Arrangements for Francis Combe Academy 2020-21

Francis Combe Academy is an all ability 11-18 Secondary Academy.

The Published admission number for Year 7 in 2020-21 is 210.

Year 7 September Admissions

1. Process of application

Applications for places in the normal admissions round in Year 7 at Francis Combe Academy will be made in accordance with Hertfordshire County Council's co-ordinated admissions arrangements. Application forms can be obtained from the Local Authority and admissions can be made online: www.hertfordshire.gov.uk/admissions

Francis Combe Academy does not require applicants to complete a supplementary information form (SIF).

All deadlines within the secondary transfer process must be adhered to by applicants. Hertfordshire County Council will make offers of places on behalf of the school.

If applicants for admissions exceed the number of places then the following criteria will be applied, in the order set out below, to decide which pupils to admit.

2. Consideration of applications

The Academy will consider all applications for places. Where fewer than 210 applications are received, the Academy will offer places to all those who have applied.

3. Procedures where Francis Combe Academy is oversubscribed

3.1 The published admission number for Year 7 in 2020-21 is 210. Where the number of applicants for admissions is greater than the published admissions number, applicants will be considered against the criteria set out below. After admission of children with statements of Special Educational Needs and children with an Educational, Health and Care Plan where Francis Combe Academy is the named school, the criteria will be applied in the order in which they are set out below:

Rule 1

Children looked after (in public care) and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).

Places are allocated to children in public care according to Chapter 7, Section 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012. These children will be prioritised under rule 1. Highest priority will also be given to children who were looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order.

A "child looked after" is a child who is:

a) in the care of a local authority, or

b) being provided with accommodation by a local authority in the exercise of their social services functions (section 22(1) of The Children Act 1989)

All children adopted from care who are of compulsory school age are eligible for admission under rule 1.³

*Children in the process of being placed for adoption are classified by law as children looked after providing there is a Placement Order and the application would be prioritised under Rule 1. Children who were not "looked after" **immediately** before being adopted, or made the subject of a child arrangement order or special guardianship order, **will not** be prioritised under rule 1.*

¹ *Child arrangements order*

Under the provisions of the Children and Families Act 2014, which amended section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders which settle the arrangements to be made as to the person with whom the child is to live.

² *Special guardianship order*

Under 14A of The Children Act 1989, an order appointing one or more individuals to be a child's special guardian or guardians.

Rule 2

Children previously looked after from abroad (outside England) and subsequently adopted.

Rule 3

Pupils who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) on roll, in years 7 to 13, at the Academy (proof of the sibling relationship will be required if a place is offered). This definition includes a child looked after or previously looked after and in every case living permanently in a placement within the home as part of the family household from Monday to Friday at the time of this application. A sibling link will not be recognised for children living temporarily in the same house, for example a child who usually lives with one parent but has temporarily moved or a looked after.

Rule 4

Children of a parent employed to work at the Academy for two years or more at the time at which the application for admission to the school is made, or where the member of staff has been recruited to meet a demonstrable skills shortage. A parent means the mother, father, stepmother or stepfather of the child and in every case, living at the same permanent address as the child.

Rule 5

The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission application date as designated by HCC's computerised mapping system.

The home to school distance measurement, for the purposes of admissions, is defined by HCC as “a ‘straight line’ distance measurement from the address point of the pupil’s home to the address point of the school.”

“A ‘straight line’ distance measurement is used in all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the Address Base Premium address point of your child’s house to the address point of the school. Address Base Premium data is a nationally recognised method of identifying the location of schools and Individual residences”

Parents who are applying under rule 5 will need to provide proof that the home address quoted is the permanent residence of the applicant: this proof should include either a photocopy of (custodial) parent’s driver’s licence, child benefit letter or utility bill. The school may check the authenticity of the address stated. Further proof of residence or other information may be requested and must be provided.

3.2 Tie Break

3.2.1 Siblings

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

3.2.2 Children of staff

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

3.2.3 Distance

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

3.2.3 Multiple Births

Children from multiple births will be considered as individuals under the admissions criteria. In the event that the last available space is offered to one twin or child from a multiple birth, the other twin or sibling will be offered a place, taking the Academy over PAN. There will be no displacement to other children, however further offers will not be made from the continuing interest list until the number allocated drops below the original PAN.

4. Operation of Continuing Interest Lists

Where Francis Combe Academy receives more applicants for places than there are places available at secondary transfer, parents may decide to place their child on the continuing interest list. Until 31st December names will be ranked according to the above criteria. Those applicants who have been unsuccessful in obtaining a place for the start of Year 7 are offered the right to appeal in the summer of Year 6.

Those who are unsuccessful or who do not appeal may request to be placed on the continuing interest list. The continuing interest list will be maintained until the applicant reaches the end of the first half term of the Autumn Term in Year 10.

5. In-Year Admissions

5.1 The Academy is not part of the Local Authority co-ordinated scheme for In-Year admissions. Those parents who wish to be considered for a place in any year group must contact the Admissions department at the Academy to request an application form, or download from the website.

- 5.2 Where no place exists, parents will be advised of their right to appeal.
- 5.3 The Academy operates a continuing interest list. This list will be maintained until the applicant reaches the end of the first half of the Autumn Term in Year 10.
- 5.4 The Academy will not admit pupils in any year group where to do so would cause the Academy to exceed its net capacity.

5.5 Criteria

- 5.5.1 Children looked after (in public care) and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or a special guardianship order).
- 5.5.2 Children of UK Services personnel (UK Armed Forces). The Academy will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation and a Unit postal address or quartering area.
- 5.5.3 Those who have moved into the area within the last 90 calendar days and are without a school place or an offer of a school place.
- 5.5.4 Those who have a current sibling at the Academy (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) on the roll of the Academy (proof of the sibling relationship will be required if a place is offered).
- 5.5.5 The remaining places will be offered to pupils with the nearest distance measurement on the basis of proximity; i.e. pupils who live the nearest distance at the close of the Hertfordshire County Council (HCC) applications date as designated by the HCC's computerised mapping system.

The home to school distance measurement, for the purposes of admissions, is defined by HCC as "a 'straight line' distance measurement from the address point of the pupil's home to the address point of the school".

- 5.6 In addition to the above criteria the Academy complies with all elements of the School Admissions Code including admitting children who have a Statement of Special Educational Needs and children with an Education, Health and Care Plan, where Francis Combe Academy is the named school; who are currently, or have previously been in the care of the local authority; and pupils under the Local Authority's 'Fair Access protocol'. In these cases pupils will not need to wait until a place becomes available but will be admitted immediately even if this causes the Academy to exceed its published admission number in a particular year group. The Schools Admissions Code should be consulted for full details of rights and responsibilities with regard to In-Year Admissions.
- 5.7 In year application forms can be found on the school website or collected from the school's reception.

6. Children out of year

Hertfordshire County Council's policy is for children to be educated within their correct chronological year group, with the curriculum differentiated as necessary to meet the needs of individual children. If parents/ Carers believe their child should be educated in a different year group they must, at the time of application, submit supporting evidence from relevant professionals working with the child and family stating why the child must be placed outside their normal age appropriate cohort. Francis Combe Academy Trust is responsible for the decision to accept the application on the basis of the evidence submitted. There is no guarantee that an application will be accepted on this basis. If the application is not accepted this does not constitute a refusal of a place and there is no right to an independent statutory appeal.

7. Process of Application for the Academy Sixth Form

Applications for Sixth Form must be made direct to the Academy, using the application form available in the sixth form prospectus or on the Academy website, by the published closing date.

All students wishing to continue into the Sixth Form from Year 11 are required to complete a Sixth Form Options form and return it to the Raising Standards Leader Post 16 by the published closing date.

7.1 Priority will be given to "Children Looked After", "Children Previously Looked After" or "Children in Public care". A looked after Child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order

7.2 Students applying to enter the Sixth form require the below GCES marks:

Blue Path Way: average points score 5.5 plus 5 9-5 grades including 5 in English and Maths. Individual subject criteria will apply.

Purple Path Way: average point score 4.0-5.5 plus 5 9-4 grades including 4 in English and Maths Individual subject criteria will apply

Green Path Way: average pint score 3.5-4.0 plus 5 4-3 grades

7.3 The annual sixth form admissions number for external students is 50.

7.4 A statement of the applicants predicted grades will be requested from the Head teacher of their school. Applicants are placed in rank order on the basis of their top six full –course GCSE grades. Conditional offers are made on predicted grades and a school reference and then students are ranked highest and on the basis of space in each A level subject path way.

7.5 Application forms can be downloaded from the school website or collected from the school reception.

7.6 Tie Break

Where two or more students have equal priority having applied all criteria, places will be allocated by distance with those living closest to the school being accorded the highest priority. The final tie break will be by random allocation

7.7 After registration day in September 2020, where there are still vacancies in subjects, the Head of Sixth form will receive any further applications from new candidates or from those who have applied and not received an offer at that point.

Parents have the right of appeal against Non-Admission to the school.

Francis Combe will write to you with the outcome of your application and if you have been unsuccessful, the County Council will write to you with registration details to enable you to login and appeal online at:

<http://www.hertfordshire.gov.uk/schoolappeals>