



Admission Arrangements



Introduction

This document sets out the admission arrangements for Four Acres Academy, in accordance with the Funding Agreement between Four Acres Academy and the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.

Arrangements for admission to 4-11 Provision

Process of application

The admission arrangements for Four Acres Academy.

Four Acres Academy has an agreed admission number (“PAN”) of 45 pupils in FS2-Y6 and 80 pupils in FS1. Four Acres Academy will accordingly admit at least PAN number of pupils in the relevant age group each year if sufficient applications are received.

Arrangements for applications for places at Four Acres Academy in Foundation Stage 2 (Reception Year) will be made in accordance with the Local Authority’s co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the local authority.

The Academy Trust will use the Local Authority’s timetable for applications to Four Acres Academy each year (exact dates within the months may vary from year to year) which will fit in with the common timetable agreed by the Local Authority’s Admissions Forum.

Details of each year’s admissions timetable will be found on the Local Authority’s website.

Consideration of applications

The Academy Trust will consider all applications for places. Where fewer applications than the PAN for any relevant age group are received, the Academy Trust will offer places to all those who have applied.

Procedures where Four Acres Academy is oversubscribed

Where the number of applications for admission is greater than the PAN, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education Health Care Plan where Four Acres Academy has agreed to be named on the statement, the criteria will be applied in the order in which they are set out below:

Equal priority will be given to:

- (i) children who are looked after (within the meaning of the Children Act 1989) at the date that the relevant application for admission is made and who a local authority has confirmed will continue to be looked after by it in accordance with relevant legislation at the time they are admitted to the Academy and
- (ii) “formerly looked after children” who are defined as children who were adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.
- (iii) Children who, on the date of admission, will have an older sibling on the roll of the Academy. The term “sibling” is defined as a brother or sister, but not cousins, who will be living permanently with them at the same address at the date of their entry to the School
- (iv) Children for whom it is essential to be admitted to the School because of special circumstances to do with significant medical or social needs evidenced by written advice from a qualified social worker, GP or hospital specialist. The criterion that must be satisfied to show significant medical or social needs is that: “Four Acres Academy is the only setting that can meet the child’s needs”
- (v) Children living closest to the Academy as measured in a direct line from the home address to the academy

Operation of waiting lists

Subject to any provisions regarding waiting lists in the BCC’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 from the date specified within BCC’s co-ordinated scheme as the end of co-ordination and until the end of the first term of the academic year of admission. This will be maintained by the Academy and it will be open to any parent to ask for his or her child’s name to be placed on the waiting list, following an unsuccessful application for admission. In implementing this policy the Academy will at all times have due regard to its obligations under the Public Sector Equality Duty.

In Year Admissions (admissions outside the normal point of entry) and FS1 Admissions (Nursery)

An In-Year admission is an entry to the Academy other than at the normal point, for example, transferring school due to a house move or for personal reasons. Requests for admission to FS2 (Reception) made after the normal round of admissions and requests for places in other year groups should be made direct to the Academy. Parents/Carers must contact the Academy and make an appointment to meet with a senior leader and have a tour. After the meeting an admission form must be completed and handed into the Academy office. Places will be offered if available unless the Academy feels unable to admit a child with challenging behaviour. In these circumstances the Academy will refer the case to the Local Authority under the Fair Access protocol. If a place is not available the Parent/Carer can ask for the child to be put on a waiting list as above.

Right of appeal for In Year and FS1 admissions

There will be a right of appeal to an Appeals Panel children refused admission to Four Acres Academy. The Appeal Panel will normally be composed of three members who will include:

- At least one person who has no personal experience of Four Acres Academy defined as a ‘lay member’;
- At least one person with experience in education.
- A director of the Academy
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Parents wishing to appeal should obtain an appeal form from Four Acres Academy. The form should be sent to the Clerk to the Appeal Panel, c/o Four Acres Academy, within 14 days of the date of the letter confirming the Directors’ decision not to offer a place. Other documents may be submitted in support of an appeal and should be lodged with Four acres Academy not less than 7 days before the appeal hearing.

Parents will be given 14 days’ notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing Four Acres Academy will provide the parent with a written statement detailing the reasons why it has not been possible to admit their child. The Appeal Panel will have the discretion to refuse to admit late evidence. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel’s decision on the day of the hearing. In the case of the appeal hearings taking more than one day the Clerk to the Appeal Panel will inform parents of the decision in writing as soon as possible after all the hearings have taken place and certainly within 14 days.

Should an appeal be unsuccessful, the Appeal Panel will give the parents their reasons for not upholding the appeal. The Directors will not consider further appeals within the same academic year unless there have been significant or material changes in the child’s circumstances.

Publication of admissions arrangements

Four Acres Academy will publish its admission arrangements each year, by sending copies to:

- the offices of Bristol LA;
- copies will be available on the Academy’s website at <http://fouracresacademy.co.uk/>

Review Arrangements

This policy and procedure was adopted by the Directors on: Date 6 February 2017

Signed:

Director 1

Director 2

Signature:

Signature:

Date:

Date

This policy and procedure was published on: Date 09 / 02 / 2017 Signed: R Barfoot

Author: Robert Lane

This policy and procedure is due for revision on : Date Feb 2019