



Policy: Admissions 2020/2021

Member of Staff Responsible	<u>R Sheriff</u>
Approved On:	<u>20th March 2019</u>
Review date:	<u>2019</u>

Introduction

Red Kite Learning Trust (RKLТ) is a Multi - Academy Trust (MAT) providing education and services for young people in the Harrogate and Leeds areas.

The Red Kite Learning Trust is the admission authority for the schools within the Trust and as such is responsible for setting fair, clear and objective arrangements and criteria for each constituent school. In doing so the trust has complied with the School Admission Code (December 2014) Equality Act 2010, Human Rights Act 1998 and the Schools Standards and Framework Act 1998. The Secretary of State does have the power to vary this requirement where there is demonstrable need.

The arrangements and criteria used to allocate places for each school are set out in the individual school's policy.

It is the responsibility of the Local Governing Bodies of each school to work with the Trusts agents, North Yorkshire County Council and Leeds City Council, to ensure that the policies agreed by the Trust are correctly administered for each school.

Trust schools who wish to make alterations to their admissions arrangements, including the admission number, must seek approval from the Trustees as part of the consultation process. At all times schools must be aware of the current school Admissions Code and ensure they work to this at all times.

Whilst the Red Kite Learning Trust is the admission authority for each of the schools, North Yorkshire County Council and Leeds City Council will provide the Common Application Form for families making applications and will also notify families of allocated places on National Offer Day.

Reviewing a Trust School's Admissions Policy

Each year, LGB's must review and approve their Admissions Policy at their first meeting of the Academic year.

LGB's need to ensure that the Policy is operating effectively and that there are no changes required due to changes in advice or legislation from the DfE or the Admissions Adjudicator. The Trust works closely with both NYCC and LCC on admissions and will also take into account advice received from the LA Admissions Team who administer the process on the Trust's behalf.

If there are no changes required, the Policy should be formally approved by the LGB and a minute recorded to this effect and the form in Appendix 3 completed and returned to the Trust.

By **1st October** the LGB must inform the Trust office that they have reviewed their Admissions Policy and advise of any changes they wish to make.

By **15th October** the Trust reviews any requests for changes to admissions from Trust schools and checks that the proposed changes comply with the Admissions Code. The Trust will also judge whether the changes are in line with the Trust's values in relation to inclusion. The Admissions Committee of Trustees meet to consider the proposed changes and give permission or not for the school to consult on the changes.

By **1st November** the school consults on the changes to it's Admissions Policy with the support of the Trust and the relevant LA and in compliance with the statutory guidance.

By **30th January** a six week consultation period is completed and the responses are reviewed by the LGB and communicated to the Trust Admissions Committee who will meet by no later than **28th February** to determine the changes if they decide to do so.

By **15th March** updated admission arrangements are put on the school and Trust website and the appropriate LA administering the school's admissions is informed.

LGB's are also required to consult on their Admission Policy at least once every 7 years. The consultation should follow the guidance contained in Appendix 1.

Determination

Determination Year - the school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

All admission authorities must determine (ie., formally agree) admission arrangements every year, even if there is no change from previous years and a consultation has not been required.

Admission authorities must determine admission arrangements for entry, by 28th February after LGB consultation, in the determination year. They must publish a copy of the determined arrangements on their website displaying them for a whole year and record formally in the LGB meeting sending the signed record to the Trust office.

Appropriate bodies must be notified of full, determined arrangements as soon as possible before 15th March in the determination year.

Where an admission authority has determined a PAN that is higher than previous years, they must notify the local authority that they have done so and make specific reference to the change on the website.

Objections to admission arrangements must be referred to the Adjudicator in the determination year.

A Summary of the admissions process

It is the responsibility of admission authorities to ensure the admission arrangements are compliant with the Code. The RKLTA is the Admissions Authority in regards to all the schools in the MAT.

The school's adjudicator deals with complaints about arrangements.

The Trust is responsible for arranging/providing for an appeal against refusal of a place at a school. They will establish or commission from the relevant LA an independent appeals panel to hear the appeal.

The Trust must work with the LGB's to set an admission number for each 'relevant age group' (PAN) of the RKLTA.

The Trust schools are not required to consult on their PAN where they propose to either increase or keep the same. They must, however consult where they propose a decrease to the PAN. The Trust must notify the relevant local authority (LA) of their intention to increase the school's PAN and any reference to the change should be made on the school's website. If, at any time following determination of the PAN, an admissions authority decides it is able to admit above its PAN, it must notify the relevant LA. LGB's may also admit above their PAN in-year, with the approval of the Trust.

The Trust must set out for each school in their arrangements the criteria which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. All children whose statements of special education needs (SEN) or Educational Health Care Plan (EHC) plan names the school must be admitted. If the school is not oversubscribed all applicants must be offered a place.

Oversubscription criteria must be reasonable, clear, objective and procedurally fair and comply with all relevant legislation, including equalities legislation. They must include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.

The Code does not give a definitive list of acceptable oversubscription criteria but the most common are:

- Siblings at the school
- Distance from the school
- Catchment areas
- Feeder schools
- Social and medical need
- Children of staff at the school
- Pupil premium – admission authorities may give priority in their over subscription criteria to children eligible for the early years pupil premium who attend a nursery which is established and run by the school. The nursery must be named in the admission arrangements

Applications

Local Authorities will provide a Common Application Form (CAF)

Return date for these is:

Secondary - 31st October

Primary - 15th January

Sixth Form – this will be determined by each individual Sixth Form

Allocating Places

November – January – the LA on behalf of the Trust allocates places on basis of their determined admission arrangements.

January/February - Admission allocations information to the Local Authority.

Offers of places must be sent by the 'home' local authority and schools must not contact parents about the outcome of their applications until after these offers have been received.

Withdrawing an offer or place

An admission authority must not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where the parent has not responded to the offer, the admission authority must give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not.

Offering a place

Where schools are oversubscribed, the LA, acting as the Trust's agents, will rank applications in accordance with their determined arrangements. The qualifying scheme must ensure that:

Only one offer per child is made by the local authority

For secondary schools, The national closing date for applications is 31st October and the national offer date is 1st March.

For primary schools, The national closing date for applications is 15th January and the national offer date is 16th April.

Right to Appeal

The LA Admissions Team will inform families of the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. Admission authorities must not limit the grounds on which appeals can be made.

This will take place between April and July.

Waiting List

The LA will maintain a clear, fair and objective waiting list until at least 31st December each school year of admission.

Admission of Children outside their normal age group

If parents seek to place a child outside their normal age group the RKLT will make a decision based on the circumstances of each case and what is in the best interest of the child. The views of the Headteacher will also be considered.

When taking this decision RKLT will set out reasons for their decision.

Red Kite Learning Trust schools

Austhorpe Primary School – [Admissions \(Austhorpe\)](#)

Colton Primary School - [Admissions \(Colton\)](#)

Coppice Valley Primary School - [Admissions \(Coppice Valley\)](#)

Crawshaw Academy - [Admissions \(Crawshaw\)](#)

Harrogate Grammar School - [Admissions \(HGS\)](#)

Meadowfield Primary School - [Admissions \(Meadowfield\)](#)

Oatlands Junior School - [Admissions \(Oatlands\)](#)

Templenewsam Halton Primary School - [Admissions \(Templenewsam Halton\)](#)

Temple Learning Academy (TLA) - [Admissions \(TLA\)](#)

Temple Moor High School - [Admissions \(TMHS\)](#)

Western Primary School - [Admissions \(Western\)](#)

Whitkirk Primary School - [Admissions \(Whitkirk\)](#)

Rossett Acre Primary School - [Admissions \(Rossett Acre\)](#)

Consultation

LGB's must consult on their admission arrangements at least once every 7 years, even if there have been no changes in that year.

The LGB/Trust must consult with:

- Parents of children between the ages of two and eighteen;
- Other persons in the relevant area who, in the opinion of the admissions authority, have an interest in the proposed admissions;
- All other admission authorities within the relevant area (except primary schools need not consult secondary schools);
- The Local Authority (LA);
- In the case of a schools designated with a religious character, the body or person representing the religion or religious denomination;
- Any adjoining neighbouring LA where the admission authority is the LA.

Throughout the consultation period the admission authority must publish a copy of the full proposed admission arrangements (including the PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comment are not sought.

Failure to consult effectively may be grounds for subsequent complaints and appeals.

Random Allocation Process

Random allocations are necessary where:

1. There is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants
2. This occurs where applicants are equidistant from a school because the usual method of measuring distance to the school results in two unrelated applicants having the same distance measurement.

Each random allocation event only holds for the allocation of the currently available school place. On any waiting list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

DEFINITION OF ROLES

Independent Scrutineer (IS) – this is a person who ensures the process is carried out in a correct and transparent way. The IS must be independent of the school for which the allocation is to be made and also must be independent of the Council's Admissions and Transport team.

Admissions Officer (AO) – this is an officer from the Council's Admissions and Transport team who is responsible for carrying out the administration of the random allocation procedure and recording the results, under the scrutiny of the IS.

Person who makes the draw (P) – this must be a person independent of the school for which the allocation is to be made and must be a person who is not part of the Council's Admissions and Transport team.

PROCESS TO BE FOLLOWED – N.B. This entire process is to be carried out in sight of, and under the scrutiny of the IS.

1. The AO allocates each pupil to be included in the draw a number and records it on the 'Random Allocation Cross Reference Sheet'. This is placed in a sealed envelope.
2. The AO prepares as many equal sized pieces of white paper as are necessary, which are numbered consecutively.
3. The AO folds each numbered sheet and seals them in identical envelopes, i.e. envelopes with no visibly identifiable differences.
4. The AO shuffles the envelopes and hands them to P who shuffles the envelopes again, picks one envelope and opens it.
5. The AO records the first number drawn on the 'Random Allocation Record sheet'.
6. If more than one place can be offered they continue to draw envelopes and record numbers until all of the available places are allocated.

7. The AO then opens the previously sealed envelope containing the 'Random Allocation cross reference sheet' and records the numbers drawn on the 'Random Allocation cross reference sheet', marking clearly which child(ren) has(have) been allocated a place and which have not.

8. Once the process has been completed, the AO, IS and P should sign and date both the 'Random Allocation Record sheet' and the 'Random Allocation cross reference sheet' in order to certify that the procedure has been carried out correctly.

RKLT Admissions Review/Consultation/Amendment

To be completed by the Chair of Governors of all RKLT schools.

Name of School/Academy:

Chair of Governors:

Signed:

Section A – Review and Approve

We have reviewed and approved the Admissions Policy for / for our school/Academy on

..... (date) and confirm that we do not wish to make any changes.

Section B

We have reviewed the Admissions Policy for our school/Academy for / on (date) and would like to make the following changes:

[please summarise in the box below and attach any supporting evidence]