

# THE RIPLEY ACADEMY

A member of the East Midlands Education Trust



## Admissions Policy 2020-2021



**Achieving Excellence Together**

Responsibility: Head of School

Date of next review: Autumn 2019

## **The Ripley Academy Admissions Policy 2020-2021**

The Ripley Academy is an 11-18 school serving Ripley, Codnor and the surrounding area.

### **Entry at Year 7**

The Published Admission Number (PAN) is 120.

Students will be admitted at the age of 11 without reference to ability or aptitude.

Children who have a Statement of Special Educational Needs or an Education Health and Care Plan which names the Academy will be admitted before the oversubscription criteria are applied.

Where application for admission exceeds the number of places available, the criteria used by the Governors to allocate the available places are listed as follows in priority order:

- a) Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm have been looked after but have ceased to be so because they are adopted, or became subject to a residence order, child arrangements order or special guardianship order, immediately following having been looked after.
- b) Children who permanently reside within the normal areas of Ripley Junior School, Waingroves Primary School, St John's C of E Primary School and Codnor Primary School at the time of application and admission to the school.
- c) Children who, at the time of admission to secondary school, will have a brother or sister attending school in Years 7-11.
- d) Children attending Ripley Junior School, Waingroves Primary School, St John's C of E School or Codnor Primary School, but not living in the normal areas served by those schools.
- e) All other children who do not qualify for any of the above criteria with priority given to those **who live the nearest to the school.**

## Admission to The Ripley Academy Sixth Form including admission number for those admitted for the first time.

The admission number for the Post-16 centre is 120.

The Ripley Academy Sixth Form offers 'A' level, GCSE and vocational courses. Subsequently we propose the following academic entry requirements:

Qualification		Grades required on entry to the 6 <sup>th</sup> form
Up to 4 A levels or A levels combined with L3 equivalent qualifications e.g. BTEC		5 x GCSE at grades 4 - 9 plus grades 5 - 9 in AS subjects which have specific entry requirements
L3 BTEC qualifications		4 x GCSE at grades 4 - 9
L2 qualifications		4 x GCSE at grades 4 - 9

Note: Students who have not gained a 4 grade or higher in GCSE English and/or mathematics will be required to continue these courses in the Sixth Form.

These requirements do not include GCSE half course grades.

The number of places available for external candidates for Post-16 entry in Year 12 is 25.

Priority in the first instance for entry into our Post-16 centre will be given to children with a statement of Special Education Needs or Education Health and Care Plan that names The Ripley Academy or John Flamsted Community School.

### Over-subscription for the Post-16 Centre

Where the number of applications for admission exceeds the number of places available, the following criteria will be applied in the order set out below, to decide which children to admit:

1.0 Children in public care who are 'looked after' at the time an application for admission is made or who the local authority can confirm have been 'looked after' but have ceased to be so because they were adopted, or became subject to a residence order or special guardianship order, immediately following having been 'looked after' and who meet the academic entry requirement.

2.0 Children who already attend John Flamsted Community School or The Ripley Academy and meet the academic entry criteria.

3.0 Children who do not presently attend John Flamsted Community School or The Ripley Academy and meet the academic entry criteria.

In the event of an over-subscription of the criteria, proximity to either school will be used with those living nearer being given priority. Distance measurements to be made 'as the crow flies' from the home address to the main reception office of either school.

## **Definitions**

### **Residence**

This is defined as the child's permanent place of residence which is deemed to be the residential property at which the child habitually resides with the person or persons having parental responsibility for the child at the time of completion of the application form. Addresses of other relatives or friends will not be considered as the place of residence even when the child stays there for all or part of the week. Proof of permanent residence (minimum 12 months tenancy agreement in the case of rented accommodation) and other evidence from the court regarding parental responsibilities in these matters may be required. If a parent lives in rented accommodation within the catchment area yet still owns another property within 20 miles of the school, the address of the owned property will be taken as the place of permanent residency, even if it is rented out to a third party.

### **Brother and sister**

The Governors define brother and sister as being those children who share the same biological parents. This includes half-brother or half-sister or legally adopted child living at the same address as the child.

### **Parent**

Section 576 of the Education Act 1996 defines 'parent' to include; all natural parents, whether they are married or not; and any person who, although not a natural parent, has parental responsibility for a child or young person by virtue of a court order; and any person who, although not a natural parent, has care of a child or a young person by virtue of a court order.

### **Measuring distance**

For applications in the normal year of entry which are managed under the co-ordinated admissions arrangements distance is measured in a straight line from home to school (as plotted on the children's services department Geographic Information System) and the school Governors use this information to rank order applications.

For all other applications the Governors of the school use [www.freemaptools.com](http://www.freemaptools.com) to measure distance.

### **Catchment Area (Normal Area)**

This is our historical catchment area which has remained unchanged for many years and is comprised of the combined catchment areas of our family (linked) primary schools.

The **Normal Area Map** can be found on the Derbyshire website at:

[http://www.derbyshire.gov.uk/education/schools/search\\_schools/secondary\\_schools/details/details.asp?DfES=5416](http://www.derbyshire.gov.uk/education/schools/search_schools/secondary_schools/details/details.asp?DfES=5416)

### **Linked schools**

These are Ripley Junior School, Waingroves Primary School, St John's C of E Primary School and Codnor Primary.

### **Coordinated admission scheme**

All applications for places in the normal year of entry are made on the Common Application Form. For entrance to the school in September 2020 the closing date of the coordinated admission scheme is 31<sup>st</sup> October 2019, preceding admission to secondary school. Places are allocated on 1<sup>st</sup> March 2020.

**Closing date**

This is the deadline for the application of the Common Application Form (CAF) as defined by the Local Authority in their co-ordinated scheme.

**Late applications**

Late applications are those submitted after the closing date for the co-ordinated admissions scheme and will be dealt with in accordance with that scheme. Late applications will be considered up to the date specified in the co-ordinated scheme providing the applicant can evidence that they have moved into the area after the closing date for applications or can establish at the time of completing the form that there were exceptional reasons for missing the closing date. Examples include family bereavement, hospitalisation and family trauma. Supporting evidence may be required.

When the school is informed by the Local Authority that a place has been offered, the school will write to the parent(s) seeking written confirmation that they will take up the place. If this confirmation is not received within 14 days, the school will notify the Local Authority that the offer of a place should be withdrawn and offered to the child ranked highest on the waiting list.

**Waiting list**

If, after the offer of places has been made, the school is over-subscribed, all unsuccessful applications will be placed on the waiting list which will be administered by the Governors of the school in partnership with the local authority for the duration of the co-ordinated admissions scheme. Your position on this waiting list will be determined by the school's published over-subscription criteria. The waiting list will remain open until December 31st in the year of admission and will be administered by the Governors of the school.

**Independent Appeals**

Parents have the right to an independent appeals panel if you are not happy with the outcome of your application. Repeat applications in the same academic year will not be considered unless there is a significant and material change in circumstances and only then at the discretion of the Governors. Parents wishing to appeal should write to the Clerk to Governors, c/o The Ripley Academy within 20 school days of notification.

**Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group if, for example, the child is gifted and talented or has experienced problems such as ill health. This also applies to parents of summer born children (1<sup>st</sup> April to 31<sup>st</sup> August). When applying for a place, parents need to make it clear that they are seeking a place outside of the child's normal age group and they should clearly state why. Parents should supply any relevant supporting information such as the child's academic, social and emotional development, the child's medical history and the views of a medical professional, and whether the child has previously been educated out of their normal age group. You will be informed in writing of the governors' decision with clear reasons for this decision. Parents have a right to appeal if their request is refused but not if a place is offered at the school but it is not the parents' preferred age group.

**Tie breaker**

In the event of the need for a tie breaker in any of the over-subscription criteria listed in this policy, random allocation will be used. If a child is offered a place as a result of random allocation yet also has a sibling of the same age seeking a place and residing at the same address, the sibling will also be offered a place.

**Withdrawing an offer of a place**

Any offer of a place found to be made on the basis of inaccurate information can be withdrawn. Such examples would include fraudulent applications, intentionally misleading applications, a false claim to residency in the catchment area and the failure of a parent to respond to an offer.

### **Admissions outside the coordinated scheme/including in-year entries**

The Ripley Academy will co-ordinate its own in-year admissions. Parents who wish for their child to be admitted to the school may contact our Admissions Officer who will arrange for an application form to be sent, or alternatively an application form is available on our website for completion. In addition, parents/carers will be offered the opportunity to meet with a member of the Senior Leadership Team, including a tour of the school, to discuss their child's aspirations and educational provision.

Where the academy is oversubscribed, the academy will rank applications for in-year admissions in accordance with the oversubscription criteria.

If the application is unsuccessful the child will be refused a place at the academy. Parents of children who are refused a place at the academy will be notified of their right of appeal and are to seek advice from the Local Authority regarding alternative schools.

### **Fair access protocol**

As part of the co-ordinated admissions arrangements with the Local Authority the school may accept hard-to-place pupils onto the school roll from time to time in accordance with the in-year Fair Access agreement. These are special cases arranged at the discretion of the Headteacher, outside the boundaries of this admissions policy and are not automatic even if places are available