



Policy Number

2EAF/17/18

**Statutory
Ebor Academy Filey
Admissions & Appeals Policy
2017 -2018**

Determined by Governors March 2016

Signed:

Admissions

Aims

- To ensure that places are awarded fairly and openly.
- To demonstrate that we are applying our oversubscription criteria equally and fairly.
- To ensure that all prospective parents, carers and students are aware of the admissions procedures.
- To guarantee that all legitimate applications will be processed efficiently and within an agreed time span.
- To demonstrate that our procedures comply with the School Admissions Code.
- To provide an appropriate Appeal procedure for those who are dissatisfied with the outcome of their applications.

The admission arrangements:

- There are 112 places available.
- Applications have to be made on the Ebor Academy **Supplementary Form** which can be obtained from the Ebor Filey website <http://fileyschool.com/academy-admissions/> or directly from the Academy and **Common Application Form (CAF)** provided by the local authority which can be obtained directly from the North Yorkshire Local Authority's website.
- There will be a strict deadline for return of the **Supplementary Form**; forms received by this deadline will be considered first.
- Where the Academy receives more applications than places available, the oversubscription criteria for admission will apply.

Oversubscription criteria:

The Academy will admit up to 112 children in the relevant age group each year if sufficient applications are received. All applicants will be admitted if 112 or fewer apply.

If the Academy is oversubscribed, after the admission of children with a Statement of Special Educational Needs or an Education, Health and Care Plan, where the Academy is named as first choice, priority for admission will be given to those children who meet the criteria in the order set out below:

Priority One:

- Looked-after children or children who were previously looked-after e.g. because they were adopted or became subject to a residence or special guardianship order. (See note 1 for a definition of the term looked-after child.) AND children with a Statement of Special Educational Needs or an Education, Health and Care Plan.

Priority Two:

- Children whose siblings at the time of application will be within Years 7 to 10 at the Academy and who live at the same address. (See note 2 for a definition of the term sibling.)

Priority Three:

- Children who attend a named feeder school (see note 3 for a definition of a named feeder school) and whose parents completed a **Supplementary Form** by the advertised deadline and who named the Academy on the CAF.

Priority Four:

- Children that **attend any other** school (not a named feeder school) and whose parents completed a **Supplementary Form** by the advertised deadline and who named the Academy on the CAF.

Priority Five:

- Children whose parents **did not return/complete a supplementary form** by the advertised deadline but named the Academy on the CAF, in the order set out above. These may include children who attend a named feeder school but have not completed the supplementary form.

Exceptions

The criteria listed in the above policy **may** be overridden and a place offered, based on:

- i) special medical reasons for admission where they are deemed essential by an independent professional recommendation from the child's paediatrician/consultant, or
- ii) social reasons for admission where they are deemed essential by an independent professional.

Allocation of a place would be decided based on receipt of a letter by the governors and where the governors consider that a place should be offered on these grounds.

Notes

1. A looked-after child is a child who is in the care of the local authority, or being provided with accommodation by a local authority in the exercise of their social services functions (as defined in the Children Act 1989).
2. The term sibling includes legally adopted children, and step- and half-brothers or sisters *living at the same address*. Please note that if we are heavily oversubscribed and we cannot always guarantee to offer a place to every sibling.
3. The term "*named feeder school*" refers to those schools invited by the academy to be a named feeder school and where the governing body of the school have requested the school to be designated as a named school. Our named feeder schools include Filey Juniors, Hunmanby Primary, Sherburn CofE Primary, and Hertford Vale CofE Primary.

Calendar for admission

End of July 2016 onwards

Ebors' Supplementary Form available.

Thursday 15th September 2016

Open events to be held with Headteacher's presentations starting promptly at 5.30pm and 7.00pm, followed by a tour of the Academy. Parents can attend at either time on the date.

3.30pm on Friday 30th September 2016

Deadline for the return of the supplementary form.

31st October 2016

Deadline for submission of the local authorities' CAF.

1st March 2016

Local authorities write with offers made to parents for all schools in their schemes.

In the event of oversubscription, those children who cannot be offered a place will automatically remain on the waiting list at the Academy until the end of December of the year of admissions.

Waiting lists and appeals

If your child is not offered a place at the Academy, your child's details will automatically remain on the waiting list until the end of December in that admission year. After this date, you will need to contact the Academy on an annual basis to ask for your child's details to be kept on the waiting list in case a place becomes available.

Furthermore, if you wish your child to be considered for a place at the Academy, you would also need to re-apply each year on the local authorities' in-year application form.

Where places become available they will be allocated in accordance with the oversubscription criteria above.

If you are dissatisfied with the admission decision, you will have the right of appeal. The Appeals Panel is independent of the Academy. The Panel's decision is final and binding on the Academy. If you are considering an appeal, please contact the Clerk to the Local Governing Body for further information and advice.

In-year admissions (Years 7 to 10)

- There are 112 places in each year.
- All parents must also complete an in-year application form, available from the local authorities, as part of the co-ordinated admission scheme.

Where vacancies occur, places are not offered based on the length of time names have been on the list. They are instead filled in coordination with the local authorities and in line with the oversubscription criteria above. It is, therefore, possible that a child may be added to the list who qualifies higher within the admission criteria than children already on the list.