



## ARK William Parker Academy Parkstone Road, Hastings, TN34 2NT

### Admissions policy for admissions to the academy in the academic year September 2015 and beyond

#### GENERAL

1. This document sets out the admission arrangements for ARK William Parker Academy (“the Academy”). *The Academy is a secondary school with a shared sixth form run jointly with Helenswood Academy.*
2. The Academy will comply with all relevant provisions of the Department for Education’s School Admissions Code of Practice 2012 (“the Admissions Code”) the School Admission Appeals Code of Practice 2012 (“the Appeals Codes”) and the law on admissions. Reference in the Codes to admission authorities shall be deemed to be references to the Board of ARK Schools, the powers and functions of which may be delegated to the local governing body of the Academy.
3. All academies in the ARK Schools network including the Academy will participate in the co-ordinated admission arrangements administered by the local authority in the relevant geographical location and in respect of other arrangements specified in the Admissions Code.
4. Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

#### NB:

- A. The Academy is one of a number within a network of academies overseen by ARK Schools.
- B. ARK is the Academy Trust and through its Board may delegate some functions to Local Governing Bodies (LGB’s) set up to provide a local oversight of individual academies.
- C. The ARK Schools Board maintains responsibility for the admissions policy of each academy. From time to time some admissions functions may be delegated to academies whilst others are carried out at ARK Schools under the direction of the Board.
- D. In the event of a query, enquiries should be made to the Admissions Team at ARK Schools 65 Kingsway London WC2B 6TD.

## **ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE**

### **THE NORMAL ADMISSIONS ROUND:**

5. The admission arrangements for the Academy for the academic year 2015/16 and onwards are set out below.

#### **Secondary**

- i. The Academy has an agreed Published Admission Number of 240 pupils.
- ii. The Academy may set a higher admission number than its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, or making a permanent change to its PAN, the Academy will in accordance with the provisions of the School Admission Code notify the Local Authority of the consent to such an arrangement of the ARK Board and the Local Governing Body.
- iii. In accordance with its funding agreement the Academy will also seek the consent of the Secretary of State to any permanent change to its PAN.

#### **Parkwood Sixth Form**

- i. Students already attending the Academy and achieving the minimum academic entrance requirements will transfer to the Sixth Form.
- ii. The minimum academic entrance requirements for admission to the post-16 provision will be published in the Academy sixth prospectus which will be available on request and also published on the Academy website. These requirements will relate to both internal and external applicants.
- iii. Students will be informed in writing whether or not they have been allocated a place.

### **CONSIDERATION OF APPLICATIONS**

6. Arrangements for applications for places at the Academy will be made in accordance with the relevant Local Authority's ("LA") co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA.
7. The Academy Trust will use the LA's timetable for applications to the Academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.
8. **For secondary applications:**
  - a) September - The Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2014 for admission in September 2015). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.
  - b) September/October - The Academy will provide opportunities for parents to visit the Academy.

- c) October - Common Application Form to be completed and returned to the relevant LA to administer;
- d) December – LA sends applications to the Academy;
- e) January – the Academy sends list of pupils to be offered places to the LA;
- f) February –The LA applies agreed scheme for own schools, informing other local authorities of offers to be made to their residents;
- g) March - offers made to parents by LA.
- h) April/May-Determination of the next academic year’s admissions policy. This will be published on the academy’s website and sent to the LA by 1 May for inclusion in the composite prospectus.

## **PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED**

### **Secondary – Oversubscription Criteria**

9. Where the Academy is named on a pupil’s Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the Academy. If the number of applications for admission to the secondary school is greater than the published admissions number, applications will be considered against the criteria and order set out below:
  - a) Looked After Children and children who have been previously looked after (pursuant to the Admissions Code)<sup>1</sup>.
  - b) Children of staff at the school where there is a demonstrable skill shortage– children of members of staff will have priority in the oversubscription criteria if the staff member is filling a post for which there is a demonstrable skill shortage. ARK Schools is required to approve the Principal’s designation of such posts and confirm the assessment that a member of staff appointed meets the requirements of the shortage. Priority will be limited to one place for each form of entry in any year.
  - c) Children who at the time of the admission have a sibling who attends the academy. For this purpose “sibling” means a whole, half or step-brother or an adopted child resident at the same address. In respect of applications to the primary school (where applicable), the fact that an applicant has a sibling attending the nursery school will not be a factor giving rise to priority. In the case of multiple births or brothers in the same year group, where there is only one place available in the academy, both will be considered together as one application.
  - d) Children of staff in the school - Where there is no demonstrable skill shortage, priority may be given where the academy is oversubscribed to a child of a person who will have been employed in the academy for two or more years at the time the application for admission is made. Priority will be limited to one place for each form of entry in any year.

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<sup>1</sup> A ‘looked after’ child 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 function at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became the subject of a residence order or special guardianship order.

- e) Children living within a pre-defined community area (see map attached)
- f) Distance measurement (outside the community area)- A child's home will be the address at which the child normally resides and which has been notified to the Academy and other relevant agencies as being the child's normal place of residence
  - a. In those cases where the relevant local authority measures distance on behalf of ARK Schools, the method they adopt for measurement and also selection between equal applicants and those living in flats will apply.
  - b. In those cases where ARK Schools is required to carry out the measurement itself priority will be given to those children who live closest to the school using a straight line measurement taken from Ordinance Survey Data from the Academy building's main reception to the main entrance of the child's home. Where a child resides in a block of flats, the distance will be measured from the Academy building's main reception to the main entrance of the building in which the flats are located.

**Tie breaker** - If ARK Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy

Distances are measured using the East Sussex County Council's geographical information system from the child's home to the nearest gate used by children at the lower school.

### **Post 16 Oversubscription Criteria**

- 10. Where the sixth form is oversubscribed, priority will be given to those qualifying applicants i) with SEN, where the academy is named on the Statement, followed by ii) eligible looked after children or former eligible looked after children. Other criteria for priority will be published on the Academy website.
- 11. There will be a right of appeal to an Independent Appeals Panel for all applicants refused admission (see paragraph 14 below).

### **OPERATION OF WAITING LISTS**

- 12. Subject to any provisions regarding waiting lists in the LA'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. 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.
- 13. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 9 above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **ARRANGEMENTS FOR APPEALS PANELS**

- 14. Parents will have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the Academy.

15. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The Academy will provide written guidance for parents about how the appeals process works and will provide parents with a named contact who can answer any enquiries parents may have about the process.

### **APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND - 'IN YEAR' APPLICATIONS**

16. In year applications should be submitted directly to the academy.
17. Subject to any provisions in the LA's published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child.
18. If more applications are received than there are places available, the child's name will be added to the waiting list in accordance with the oversubscription criteria specified in paragraph 9.

### **APEALS AGAINST REFUSAL OF AN 'IN YEAR' APPLICATION**

19. Except in relation to an application for admission into the nursery school, where there will be no right of appeal following an unsuccessful application, **parents will have a right of appeal to an Independent Appeal Panel** if they are dissatisfied with an admission decision of the Academy as described in paragraph 14 above.

### **PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

#### **CONSULTATION**

20. The Academy shall consult every seven years on its proposed admission arrangements unless these are the subject of change in any year.
21. Where consultation is required the Academy will consult for a period of 8 weeks between November and the following March. All relevant parties listed in paragraph 1.44, Section 1 of the Admission Code (will be consulted and the consultation will be conducted directly with the relevant LA and applicable church authorities and by way of publication on the Academy's website and that of ARK Schools.

#### **DETERMINATION AND PUBLICATION OF ADMISSION ARRANGEMENTS**

22. Following consultation, the Academy Trust will consider comments made by those consulted. The Academy Trust will then determine its admission arrangements by 15th April of the relevant year and notify those consulted what has been determined.

#### **PUBLICATION OF ADMISSION ARRANGEMENTS**

23. The Academy Trust will publish its admission arrangements each year once these have been determined, by sending copies to the relevant LA and by way of publication on its website and that of ARK Schools in the Admissions Code.
24. The published arrangements will set out:

- a) The name and address of the Academy and contact details;
- b) A summary of the admissions policy, including oversubscription criteria;
- c) Numbers of places and applications for those places in the previous year; and
- d) Arrangements for hearing appeals.

## **REPRESENTATIONS ABOUT ADMISSION ARRANGEMENTS**

25. All changes to the admission policies for ARK academies need to be approved by the Secretary of State.
26. Where any bodies that were consulted, or that should have been consulted, make representations to the Academy Trust about its admission arrangements, the Academy Trust will consider the representations before determining the admission arrangements.
27. Where the Academy Trust has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the admission arrangements, they can make representations to the Schools Adjudicator. Objections must be referred to the Adjudicator by 30th June in the admissions determination year. Information on how to make an objection can be obtained from the office of the Schools Adjudicator:  
<http://www.schoolsadjudicator.gov.uk>
28. Those bodies referred to in paragraph 21 above have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number.
29. The Secretary of State may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number. The Secretary of State will consult the Academy and/or the Academy Trust before making any direction.
30. Pursuant to the Admission Code 2012 the Academy may decide to admit above its PAN in year. It may also increase its stated PAN for any determination year and future years provided that the necessary approvals at governing board levels and that of the Secretary of State are received. In these cases it is not necessary to consult but the Admissions Code provides for the local authority to be given notice to enable them to deliver their coordinated responsibilities effectively.

## **PROPOSED CHANGES TO ADMISSION ARRANGEMENTS BY THE ACADEMY AFTER ARRANGEMENTS HAVE BEEN PUBLISHED**

31. Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify the bodies referred in paragraph 21 above of the proposed variation and must then apply to the Secretary of State setting out:
  - a) the proposed changes;
  - b) reasons for wishing to make such changes;
  - c) any comments or objections from those entitled to object.

## **NEED TO SECURE SECRETARY OF STATE'S APPROVAL FOR CHANGES TO ADMISSION ARRANGEMENTS**

32. The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has notified and consulted on the proposed changes as outlined above.
33. Following consultation, the Academy must secure the agreement of the Secretary of State before any such changes can be implemented. The Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.
34. The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements.
35. Records of applications and admissions shall be kept by the Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.

# Community areas for secondary schools

Each East Sussex address falls into a 'community area'. Where you live can make a difference to the outcome of your application as geography normally forms part of the admissions criteria for all schools.

Types of school: A (Academy) C (Community) F (Free)  
S (Studio) VA (Voluntary Aided)

The map opposite represents the community areas served by the secondary schools. Each area has been given a number and this links that area to a particular school or group of schools.

If you are unclear as to which area your address is in, you can phone the Admissions Team on 0345 60 80 190. More detailed maps are available upon request.

Area number	
1	Rye College A and Rye Studio School S
2	Hastings and St Leonards secondary schools
3	Robertsbridge Community College C
4	Claverham Community College, Battle C
5/5a	Bexhill High A
6	Uplands Community College, Wadhurst C
7	Heathfield Community College C
8	Hailsham Community College Academy Trust A
5a/9	Eastbourne secondary schools <i>(see the additional map on page 46)</i>
10	Beacon Community College, Crowborough A
11	Uckfield Community Technology College C
12	Ringmer Community College A
13	Seaford Head School A
14	Chailey School C
15	Priory School, Lewes C
16/17	Tideway School, Newhaven C
17	Peacehaven Community School C <i>(see the additional map on page 47)</i>



**Area 2**  
The Hastings Academy A  
Helenswood School (Girls only) A  
The St Leonards Academy A  
William Parker Sports College (Boys only) A

**Area 5/5a**  
Bexhill High A  
St Richard's Catholic College VA

**Area 5a/9**  
Gildredge House F  
Ratton School Academy Trust A  
The Bishop Bell CE School VA  
The Causeway School C  
The Cavendish School A  
The Eastbourne Academy A  
Willingdon Community School C

Please note that schools marked with (A), (F), (S) or (VA) are schools where the governors are responsible for admissions.

You can study the admissions criteria for all schools on the pages following the secondary schools information section.

