

Admissions Policy

2019/2020

Written September 2017

This Admissions Policy relates to the School Admissions Code 2014 and the School Admission Appeals Code 2012 and shall be deemed to be referring to the Ortu Federation comprising Ortu Hassenbrook Academy, Ortu Gable Hall School and Ortu Corringham Primary School. Ortu Hassenbrook Academy will continue to have regard to the advice of Thurrock Local Authority Admissions (Education Department)

Process of Application

Ortu Hassenbrook Academy will use the following timetable for application each year (exact dates within the month may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Thurrock Admissions Forum:

September – Ortu Hassenbrook Academy will publish in its prospectus information about the arrangements for admission, including over subscription criteria, the following September (ie in September 2019 for admission in September 2020). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. The academy will also provide information to the LA for inclusion in the composite prospectus, as required:

September – Ortu Hassenbrook Academy will provide opportunities for parents and students to visit the academy.

October – closing date for application form.

December – March – applications considered by the Local Authority.

March – offers of places notified in writing to parents by the Local Authority.

This timetable reflects the practice in Thurrock Local Authority and is intended to secure a coordinated approach to admission for parents and students. Ortu Hassenbrook Academy will fit in with the coordinated admissions scheme for Thurrock Local Authority, when it is agreed.

Consideration of Applications

Ortu Hassenbrook Academy will consider all applicants for places. Where fewer than 150 applications are received, Ortu Hassenbrook Academy will offer places to all those who have legitimately applied.

Notwithstanding the paragraph above, Ortu Hassenbrook Academy may refuse admission to particular applicants in cases where fewer than the published admissions

number have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admission runs for a period of two years from the last exclusion. In all the circumstances described in this paragraph, however, the Secretary of State may direct Ortu Hassenbrook Academy to admit such a student and that direction shall be binding on Ortu Hassenbrook Academy.

Admissions to the school will be allocated in the following order of priority.

The number of intended admissions for the year commencing September 2019 will be 150. In the case of over subscription, the following criteria will be applied in order:

- (a) Children who are in the care or interim care of a local authority pursuant to section 31 and 38 of the Children's Act 1989, or children who are accommodated by a local authority pursuant to section 20 of the Children's Act 1989. This included children who were in care but have since been adopted or become subject to a residence order or special guardianship order.
- (b) Pupils who live with parents, guardians or carers, who are employees in the Ortu Federation, provided that the employee has been employed by the Federation for a minimum of two years at the date of the application for admissions and/or recruited to fill a vacant post for which there is a demonstrable skills shortage.
- (c) Siblings living in existing priority admission areas (catchment area) of Ortu Hassenbrook Academy by distance, using straight line measurement, with pupils closest to the school being given higher priority (straight line measurement being from the front door of the home address to the school reception using a digital mapping system).

Pupils whose older siblings are currently attending Ortu Hassenbrook Academy in years 7 to 10 and will continue to do so on the date of admission.

For the purpose of allocating places, sibling means:

- Full sibling living at the same address as the applicant
- Step sibling living at the same address as the applicant
- Half sibling living at the same address as the applicant
- Long term foster sibling living at the same address as the applicant

- (d) Pupils resident in the priority admissions area (catchment area) of Ortu Hassenbrook Academy by distance, using straight line measurement, with pupils closest to the school

being given higher priority (straight line measurement being from the front door of the home address to the school reception using a digital mapping system).

(e) Siblings living outside the existing priority admissions area of the school:

Pupils whose older siblings are currently attending Ortu Hassenbrook academy in years 7 to 10 and will continue to do so on the date of admission.

(f) Pupils attending Primary Schools under the Ortu Federation.

(g) Children of former pupils of Ortu Hassenbrook Academy. The former pupil must be able to satisfy the school that they were in attendance for 5 full years.

(h) Other pupils by distance from the school (by straight line measurement as above) with those nearer being accorded the higher priority.

(i) Notwithstanding the provision of points a – h, the Secretary of State may direct Ortu Hassenbrook Academy to admit a named pupil to Ortu Hassenbrook Academy on application from the Local Authority.

In the event of over subscription the school will maintain a waiting list. Pupils on the list will be ranked in order of priority for admissions irrespective of the date of application. Placement on the waiting list does not affect parents' right to appeal against an unsuccessful application.

Mid Year Admissions and September Admissions for Year Groups other than Year 7

Parents wishing to make an application for a place for their child should submit the appropriate form to the Local Authority (Thurrock Council)

In year admission start date for all year groups is 18th September.

Arrangements for Appeals Panel

Parents have the right to appeal to an Independent appeal Panel if they are dissatisfied with an admission decision. The Panel usually comprises three members, at least one of whom must be a Lay Member. Lay Members are people without personal experience in the management or provision of education in any school. There must also be an Independent Member who is experienced in education but not an employee of the Council or Admission Authority.

The third may be either a Lay or Independent Member.

The arrangement for appeals will be in line with the Code of Practice on School Admission Appeals, in force as at date.

Parents normally have 20 days to lodge an appeal if a place has not been offered at Ortu Hassenbrook Academy.

Parents wishing to appeal against an admissions decision by Ortu Hassenbrook Academy should send notice of appeal to the Clerk to the Appeal Panel at the address given on the appeal form. If you intend to bring legal representation this should be made clear on the form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.

Parents will be given at least 2 weeks' notice of the appeal hearing. At least 7 days before the hearing Ortu Hassenbrook Academy will provide the parents with written details as to why it has not been possible to allow their child admission. The Appeal Panel has the discretion to refuse to admit late evidence.

The Clerk of the Appeal Panel will usually communicate the decision within a day or two and will inform the parents of the outcome in writing within 14 days of the hearing.

In the case of an unsuccessful appeal, The Appeal Panel will give the parents their reasons for not upholding the appeal.

The Appeals Panel's decision is final and legally binding on all parties.

Annual Procedures for Determining Admission Arrangements

Consultation

Ortu Hassenbrook Academy shall consult each year (by 31st January) on its proposed admission arrangements and will have regard to the local admission forum for the Thurrock area. It will consult with those parties defined in the School Admissions Code published by the Department for Education. If there are no changes to proposed admission arrangements for Ortu Hassenbrook Academy, it will consult at least every 7 years.

Determination and publication of admission arrangements

Following consultation, Ortu Hassenbrook Academy will consider comments made by those consulted and will then determine its admission arrangements by 28th February of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

The published arrangements will set out:

- the name and address of the Academy and contact details
- a summary of the admissions policy, including oversubscription criteria
- numbers of places and applications for those places in the previous year
- arrangements for hearing appeals

Representations about admission arrangements

Where other admissions authorities in the relevant area make representations to Ortu Hassenbrook Academy about its admission arrangements, the Academy will consider such representations. Where Ortu Hassenbrook Academy and other admission authorities cannot reach agreement locally, any admission authority in Thurrock may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult Ortu Hassenbrook Academy. Where he judges it appropriate, the Secretary of State may direct Ortu Hassenbrook Academy to amend its admission arrangements.

Other admission authorities in the Thurrock area have the right to ask Ortu Hassenbrook Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask the Secretary of State to direct Ortu Hassenbrook Academy to increase its proposed published admissions number. The Secretary of State will consult Ortu Hassenbrook Academy and will then determine the published admission number.

In addition to the above provisions, the Secretary of State may direct changes to Ortu Hassenbrook 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.

Proposed changes to admission arrangements by Ortu Hassenbrook Academy after arrangements have been published

Once the admission arrangements have been determined and published, Ortu Hassenbrook Academy will propose changes only if there is a major change of

circumstances. In such cases, Ortu Hassenbrook Academy must consult those consulted above and must then apply to the Secretary of State setting out:

- The proposed changes
- Reasons for wishing to make such changes
- Any comments or objections from those entitled to object

Need to secure Secretary of State's approval for changes to admission arrangements

The Secretary of State will consider applications from Ortu Hassenbrook Academy to change its admission arrangements only when Ortu Hassenbrook Academy has consulted on the proposed changes as outlined above.

Where Ortu Hassenbrook Academy has consulted on proposed changes and there have been no objections from other admissions authorities Ortu Hassenbrook Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. Ortu Hassenbrook 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.

The Secretary of State can approve, modify or reject proposals from Ortu Hassenbrook Academy to change its admission arrangements.

Records of applications and admissions shall be kept by the Ortu Federation for a minimum period of 10 years and shall be open for inspection by the Secretary of State.