



**Sirius**<sup>TM</sup>  
ACADEMY NORTH

WHERE STARS ARE BORN

# Admissions Policy 2018-19

## Admissions

### 1 Statement of Policy

- 1.1 This document sets out the admission arrangements for Sirius Academy North in accordance with the Funding Agreement between the Sirius Academy North and the Secretary of State.
- 1.2 The Multi Academy Trust will act in accordance with the School Admissions Code and the School Admission Appeals Code published by the Department for Education. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Board of Directors of the Academy Trust. The Academy will take part in the Admissions Forum set up by the LA and will participate in the co-ordinated admission arrangements operated by the LA and the local Authority in-year fair access protocol.
- 1.3 The Academy has no religious affiliation, and will admit students of any or no faith.
- 1.4 The Secretary of State may direct;  
The Academy Trust to admit a named student to Sirius Academy North on application from a Local Authority. Before doing so, the Secretary of State will consult the Academy Trust  
The Secretary of state may also direct the Academy Trust to admit a named student to Sirius Academy North if the Academy Trust has failed to act in accordance with admissions and equalities legislation.

### 2 Admission arrangements approved by the Secretary of State

- 2.1 The admission arrangements for Sirius Academy North for the year 2018/2019 and for subsequent years are:
- 2.2 The Academy has an agreed admission number of 250 for Year 7. Throughout the years the agreed admission number is 1250 11-16 students. The Academy will accordingly admit at least 250 students as detailed above in Year 7 in the subsequent year if sufficient applications are received by the closing date.
- 2.3 The Academy can increase the Published Admission Number (PAN) without the need to consult but any proposal to increase the PAN must be notified to the Local Authority (LA) and be published on the Academy website
- 2.4 If no changes are made to admission arrangements in future years the Academy is only required to consult every 7 years.

### 3 Process of Application

- 3.1 Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form

provided and administered by the LA. The Academy will use the following timetable for applications each year (exact dates may vary from year to year) which will, whenever possible, fit in with the common timetable agreed by the Hull Admissions Forum or LA.

- 3.2 By September - The Academy will publish on its website information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective students and their parents/carers to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
- 3.3 September/October - The Academy will provide opportunities for parents/carers to visit the Academy.
- 3.4 October – Common Application Form to be completed and returned to the LA to administer. Closing date for applications will be mid October as set out in the LA's coordinated admissions scheme.
- 3.5 LA sends applications to Academy.
- 3.6 Academy returns list of students to be offered places to LA in January.
- 3.7 January/ February- LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- 3.8 Beginning of March -offers made to parents by LA on national allocation date.

#### **4 Consideration of Applications**

- 4.1 The Academy will consider equally all applications for places. The Academy will encourage and support applications from students in all areas. Where fewer than the published admission number for Year 7 are received, the Academy will offer places to all those who have applied. Closing date for applications is mid-October but the Academy will deal with all applications, in accordance with the LA's co-ordinated scheme.

#### **5 Procedures where Sirius Academy North is oversubscribed**

- 5.1 Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. Children with a Statement of Special Educational Needs, where the Academy is named on the Statement are automatically entitled to a place.
- 5.2 Children in public care ('Looked After' Children). The definition of "Looked After" children includes children who were in care but have since been adopted or become subject of a residence order or special guardianship order. Any application submitted for a child who is looked after by a local authority should be supported by the authority's Children's Services department. Looked after children requesting a place supported by the Authority's children services will be automatically entitled to a place. The allocation of the remaining places is as

follows;

- 5.3 Those applicants who on the date of admission will have a sibling on the roll of the Academy at the time of admission. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:

- have one or both natural parents in common
- are related by a parent's marriage
- are adopted or are fostered
- their parents are married/co-habiting and children live together in the same household
- are children of the same household.

- 5.4 Children of staff provided that the member of staff has been employed by the Academy for a minimum of two years and/or has been recruited to fill a post for which there is a demonstrable skills shortage.

- 5.5 If the Academy becomes oversubscribed within a single criterion, it will prioritise on the basis of the proximity of the normal address to the academy - closest first. The distance, which determines how close a student lives to the Academy, is the measurement from the main entrance of the student's normal address to the main entrance of the Academy, using the safest walking route. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week i.e. Sunday night to Thursday night inclusive. Child care arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a court Residence Order in place. The qualification date is the closing date for applications under the coordinated admissions scheme. Cases where families change normal address after the closing date for applications but before the allocation process has finished will be considered under the LA's co-ordinated scheme.

## **6 Operation of waiting lists**

- 6.1 Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate for one academic year during which time it will be the responsibility of the applicant's parent / carer to inform Sirius Academy North of their wish for their child to remain on the waiting list. Parents/carers must inform the academy of their wish for their child to remain on the waiting list in writing at the end of each term. After each term the applicant's name will be removed from this waiting list unless the Academy has heard from the parent / carer. The waiting list will be maintained by the Academy and it will be open to any parent/carers to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in section 5. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be adjusted to take account of late or in-year applications.

## **7 Arrangements for Appeals panels**

- 7.1 Parents will have the right of appeal to an Independent Appeal Panel, if they are dissatisfied with an admission decision of the Academy. The Appeal Panel will be independent of the Academy. The arrangements for appeals will be in line with the School Admission Code. The determination of the appeal panel will be made in accordance with the Schools Admission Appeals Code and is binding on all parties. The Academy will inform parents/carers of a named independent contact who can answer any enquiries parents may have about the process.

## **8 Arrangements for admitting students to other year groups, including replacing any students who have left Sirius Academy North**

- 8.1 Subject to any provisions in the LA's co-ordinated admission 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 unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents/carers whose application is turned down are entitled to appeal.
- 8.2 The Academy will have due regard for the Hull City Council LA's Fair Access Protocol.
- 8.3 Where in year applications meet the criteria for hearing by the fair access protocol then the admission shall first be referred to the fair access panel

## **9 Annual procedures for determining Admission arrangements**

### Consultation

- 9.1 The Academy will consult by 1 March each year on its proposed admission arrangements
- 9.2 Department for Education
- 9.3 Hull City Council LA
- 9.4 Any other admission authorities for primary and secondary schools and post 16 providers located within the relevant area for consultation set by the LA
- 9.5 Any other governing body for primary and secondary schools and post 16 providers set within the relevant area for consultation
- 9.6 Affected admission authorities in neighbouring LA areas

## **10 Publication of Admission arrangements**

- 10.1 Following consultation, the Academy will consider comments made by those consulted. The Academy will then determine its admission arrangements and notify those consulted of what has been determined by 15 April. The Academy will publish its admission

arrangements each year by;

- 10.2 Copies being sent to primary and secondary schools and post 16 providers in Hull City Council LA
- 10.3 Copies being sent to the offices of East Riding LA
- 10.4 Copies being made available without charge on request from the Academy
- 10.5 Copies being sent to public libraries in the area of Hull City Council LA for the purposes of being made available at such libraries for reference by parents and other persons.
- 10.6 The published arrangements will set out;
- 10.7 The name and address of the Academy and contact details
- 10.8 A summary of the admissions policy, including oversubscription criteria
- 10.9 Numbers of places and applications for those places in the previous year
- 10.10 Arrangements for hearing appeals.

## **11 Representations about Admission arrangements**

- 11.1 Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted and any of those bodies object to the Academy's admission arrangements, representations can be made to the Secretary of State. Such representations must be made by the 30 June. The Secretary of State will consider the representation and in so doing will consult the Academy. Where he or she judges it appropriate, the Secretary of State may direct the Academy to amend its admission arrangements and the Academy will comply.
- 11.2 Those consulted 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.
- 11.3 In addition to the provisions above, the Secretary of State may direct changes to the Academy's proposed admission arrangements and, also the Secretary of State may direct changes to the proposed Published Admissions Number.

## **12 Proposed changes to Admission arrangements by the Academy after arrangements have been published**

- 12.1 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 those consulted (under paragraph 13 above) of the proposed variation and must then apply to the Secretary of State setting out;
- 12.2 The proposed changes
- 12.3 Reasons for wishing to make such changes
- 12.4 Any comments or objections from those entitled to object.

### **13 Need to secure Secretary of State's approval for changes to Admission arrangements**

- 13.1 The Secretary of State will consider applications from the Academy to change its admission arrangements only when the Academy has consulted and notified the proposed changes (as outlined in paragraph 12 above).
- 13.2 Where the Academy has consulted on proposed changes 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.
- 13.3 The Secretary of State can approve, modify or reject proposals from the Academy to change its admission arrangements. If the Secretary of state approves a variation, the Academy will publish the changes on its website and in its prospectus.
- 13.4 The Academy Directors must make arrangements for a parent/carer of a child who has attained the age of two but is not above compulsory school age and who has been, is or will be eligible to apply to be admitted to the Academy to make representations to the Secretary of State that any aspect of the Academy's admission arrangements does not comply with the relevant provisions of admissions law or the Codes as they apply to maintained schools.
- 13.5 Where a representation is made in accordance with paragraph 15.2, the Secretary of State may, after consulting the Academy, direct that the Academy modify its arrangements for the admission of students to the Academy, so that they comply with the relevant provisions of admissions law and the Codes as they apply to maintained schools. The Academy must comply with any such direction.
- 13.6 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.