

Outwood Academy Ormesby

Admissions Policy and Procedures for Admissions 2018-2019

Summary:

This policy outlines the admissions arrangements for the academic year 2018-19. It covers admissions in Year 7 and mid-year occasional admissions and comes into effect for admissions commencing 1 September 2018 onwards.

ADMISSION ARRANGEMENTS FOR THE SCHOOL YEAR 2018/19

This policy refers to the intake year beginning September 2018. The dates for applying and allocating school places are detailed in Middlesbrough Council's Admission Scheme which has a timetable that all schools will adhere to. Please see Middlesbrough Council's website

Admission Number

Outwood Academy Ormesby has an agreed Published Admission Number (PAN) of 180 for entry into Y7. The school will accordingly admit at least 180 pupils in the relevant age group each year if sufficient applications are received. All applications will be admitted if 180 or fewer apply.

Oversubscription criteria

If the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Education, Health and Care Plan where a particular school is named in the Statement or Plan, the over-subscription criteria for the academy will be applied as follows;

- i) 'Children looked after' (in public care), and children previously 'looked after', but ceased to be so because they were adopted* immediately following having been looked after. (* or became subject to a child arrangements order or special guardianship order). See Note 1
- ii) Pupils permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required). (See Child's Home Address section)
- iii) Pupils who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer's partner living at the same address attending the school in the September of admission.
- iv) Pupils with exceptional social and / or medical reasons for attending the school, which in the latter circumstances are substantiated by the LA medical advisors. A letter from the child's GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent's GP or other relevant professional such as a social worker must be submitted with the application) See Note 2
- v) Pupils who reside closest to a particular school, measured in a straight line. The measure will be taken from the front door of the pupils' home to the main entrance of the school.

When distinguishing between pupils within the same criteria the pupil with the highest second criteria will be admitted i.e. a pupil living within the admission zone who has a brother or sister attending the school in the September of admission will have a higher criteria than a pupil who lives in the admission zone but does not have a brother or sister attending the school.

Note 1. Relevant evidence must be provided such as copy of the adoption certificate or court order plus details of when and where the child was in care and names and contact details of social workers involved.

Note 2. Full details must be submitted at the time of application. If you have any concerns or need any guidance about what might be classed as exceptional social or medical reasons, or what evidence may be submitted, please contact the Admissions Team to discuss the matter in confidence before you submit your application.

N.B. Attendance at a school nursery does not guarantee a place in the reception class of that school.

Twins or Multiple Birth Children

If you have more than one child who are twins or part of a multiple birth going through the application process this year, you must make a separate application for each child and indicate on each online or paper form that your child has a sibling also going through the process. A place will be offered to the other child(ren) if one of your twins/multiple birth children is offered the last place available and the other child/children has applied to this school.

Late Applications

Whilst every effort will be made to ensure parental applications are received by the published closing date, applications received after the closing date for oversubscribed schools will only be considered if there is evidence of a good reason for the lateness. Examples of good reasons may include when a single parent has been ill for some time, or a family has just moved into the area, or a family is returning from abroad.

Where families have moved to a new address after places have been allocated, preferences will only be agreed if places remain available.

Appeals

Any parent whose child has been refused a school place, for which they have applied, will be offered the right to appeal.

If you wish to appeal for a place at the school you should write to:

Mrs Jess Day
PA to Principal
Outwood Academy Ormesby
Tothill Avenue
Netherfields
Middlesbrough
TS3 0RH

Allocation of Places, which become available before Appeal Hearings

Where places become available prior to an appeal hearing, they will be allocated from the waiting list in accordance with the over-subscription criteria.

Waiting Lists

Waiting lists will be maintained for those unsuccessful at gaining a place in Y7. The waiting lists will be maintained until the 31st December of the intake year, after which time they will close.

Admission of children outside their normal age group

In exceptional circumstances parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

If a parent wishes their child to be admitted outside their normal age group, then this must be made clear on their application to the Local Authority for a school place. Relevant information must be submitted with the application such as information about the child's academic, social and emotional development, this should include third party evidence such as medical history and the views of a medical professional and / or information from previous educational establishments or any other information the parent think is relevant.

The application will be considered by the LA and /or the admissions authority of the school/schools to which the application is made. A decision will be made as to whether the child can be admitted to that school outside the normal age group. If the school refuses to admit the child outside the normal age group relevant reasons will be provided. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Parents should be aware that schools and admission authorities cannot be required to honour a decision made by another school or authority on admission out of the normal age group, if a place is not available at the school/schools that have agreed to the request, other schools may insist the child is admitted to the correct year group. This may also apply to children moving later in their school life from primary school to secondary school, if the child is due to move into Y7 (the first year of secondary school), the secondary school may insist the child be admitted to the correct year group according to their date of birth.

If you would like to discuss this further, please contact the School Admissions Team or the Head Teacher of the schools.

Child's Home Address

A child's home address, for the purpose of School Admissions, is considered to be the parents or legal carers permanent address. If parents do not live together and your child lives for periods of time with each parent, the home address will be the one where the parent receiving the Child Benefit lives.

Proof of address may be required (see below for details of evidence which may be requested).

Parents must not give the address of child minders, grandparents or other family members or friends who may share in the care of the child.

If parents move house during the application and allocation process, parents must inform the School Admissions section immediately as this could have an effect on which school the child is allocated. Proof of address move will be required; two pieces of evidence must be submitted such as Child Benefit Letter, Child Tax Credit letter, Council Tax bill, tenancy agreement, solicitor's letter confirming house sale, bank and credit card statements. The child's address used in the allocation process will be the address at the time of the place allocations (places will be finalised several weeks before offer letters are due to be issued to parents, if you are moving house around this time, please contact the Admissions team for guidance). It is the responsibility of the parent to ensure that the School Admissions Team are provided with the correct address and / or any address change details with any relevant evidence.

The LA/school will not consider temporary addresses as being the parental address. This means that if, for example, you live in temporarily with other family members or move to temporary accommodation for any reason, the parental address will remain at the address at which you were living before the temporary move took place.

In Year School Admissions

Parents wishing to transfer their children to this school to Reception mid-year or to any other year group at any time should apply via the Local Authority Admissions Team who co-ordinate all in-year transfers.

Admissions team: 01642 201890/201856

Requests will be considered by the school, if a place is available it will be offered to the applicant. If there is no place available, then parents will be offered the right of appeal.