

# **Madeley Academy**



## **Admissions Policy for September 2018-19 Determined Admission Arrangements**

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## Madeley Academy Rules of Admissions

Admissions to the Academy will be made in accordance with the statutory School Admissions Code and the School Admissions Appeals Code.

### Places Available

Applications are welcomed from children of all abilities and with physical disabilities. Please inform the Academy of any specific disability which may result in a prospective student requiring individual help during the Admissions procedure.

The published pupil admission number (PAN) in to Year 7 is 180 for admission September 2018. These places will be filled by allocating places from the full range of ability of applicants, in accordance with the criteria embodied in the Funding Agreement between the Academy and the Secretary of State for Education.

The named person for dealing with admissions to Year 7 is Mr Jonathan Boyle.

### Admission: Banding

All children who apply for a place at the Academy will be invited to attend an assessment, namely the NFER (National Foundation of Education Research) Non-Verbal Reasoning Test. The assessment will last one hour and will be held at Madeley Academy. Children cannot “fail” the NFER assessment and therefore any request to re-sit will be refused.

Following the assessment, your child will be placed in one of five ability bands. The assessment results will be used to ensure that the Academy admits the full range of ability of applicants. Parents will be advised of the results of the NFER test and the Academy will take all reasonable steps to advise parents of the outcome in accordance with the Statutory Code.

### Admission of Students

Children with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) will be admitted where the Academy is named as the appropriate placement. The admission of children in this category is dealt with by a separate procedure in collaboration with the Local Authority.

### Admissions Oversubscription Criteria

If the Academy does not receive 180 applications, every applicant will be offered a place. When the number of applications for admission is greater than the published number (180 total), the Academy will be oversubscribed and all applications will be considered against the criteria set out below and places will be allocated in the following order:

#### 1. Looked After Children and Previously Looked After Children

Children in Public Care (Looked after Children) will be given highest priority for admission within each band. Looked after Children are children who are in the care of a Local Authority or provided with accommodation by a Local Authority. This also includes looked after children who were previously looked after, but ceased to be so because they were adopted, became subject to a residence order or special guardianship order.

#### 2. Siblings

These are children that who will have on the day of admission, a brother, sister, step brother, step sister, half-brother or half-sister living as a family at the same address who attend the Academy.

### 3. Exceptional Health Reasons

Those children that have exceptional health reasons where there is written medical evidence that admission to the Academy is essential for their well-being will also be given priority.

### Banding of Applicants

If the Academy is oversubscribed, applicants will be placed in one of five ability bands based upon their score in the NFER Non-Verbal Reasoning Test.

The first children to be placed in the ability bands will be EHCP, looked after or previously looked after, siblings and those with exceptional health reasons. All remaining places will then be filled by those who live closest to the Academy with up to 36 in each band.

The total number of applicants will be divided by five placing 20% of the applicants in each band.

Band	1	2	3	4	5	Total
Percentage of children allocated to each band	20%	20%	20%	20%	20%	100%
Number of places allocated	36	36	36	36	36	180

Although there will initially be the same number of children in each band, there may be unequal numbers in bands if applications are withdrawn.

Where there are insufficient children in a particular band, the next nearest child will be selected from the band below, then the band above until the band is full.

### Distance from the Academy

Proximity to the Academy will be used combined with banding, to decide who will be offered places when we are oversubscribed. From within each of the bands, the applicants that live closest to the Academy (not their ranking within the band) will be given priority for admission. Distance is calculated in a straight line from the centre point of the home address to the centre point of the Academy. Home address is classified as the permanent residence where the applicant is living at the time of the offer and there must be evidence it is not temporary or for the purposes of gaining advantage to seek admission. The Academy may ask for proof in such cases where it may be suspected that unfair advantage is being sought by applicants on the issue of residence. Where parents have shared responsibility for a child, and the child lives with both parents for part of the week, the main residence will be determined as the address where the child spends the majority of the week. Documentary evidence may be required in such cases.

### Tie Breaker

Where two applications cannot otherwise be separated, the place will be offered on the basis of random allocation by drawing lots.

### Eligibility and Disability

Eligible applicants are those children who were born between 1 September 2006 and 31 August 2007.

Madeley Academy is committed to a fair and equal treatment of all individuals. The Academy welcomes applications from children with disabilities.

Please refer to our Frequently Asked Questions (FAQs) where you may be able to find answers to common issues raised.

## Procedures for Admission

As part of the National Co-ordinated Admissions Arrangements across all Admissions Authorities **parents/guardians are required to complete a Preference Form** provided by their Local Authority. This form **must** be completed and returned to the Local Authority before **31 October 2017**.

Application for places at Madeley Academy will be made in accordance with the Local Authorities co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Telford & Wrekin Council:

[www.telford.gov.uk/info/20026/school\\_admissions/13/secondary\\_school\\_admissions](http://www.telford.gov.uk/info/20026/school_admissions/13/secondary_school_admissions)

Parents can complete an online application form at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions)

Parents/guardians should read the Telford & Wrekin Children's Services – Education "Information for Parents/Guardians about admission to Secondary School for September 2018" which will be provided with the Local Authority Application Form. This is available on the Telford and Wrekin Council website at [www.telford.gov.uk/admissions](http://www.telford.gov.uk/admissions).

The Academy will liaise with Telford and Wrekin's Children's Services and other neighbouring Local Authorities in keeping with the National Co-ordinated Admissions Procedure during the process.

Parents/guardians need to be aware that preferences relating to the ranking and the naming of Madeley Academy on the Local Authorities Preference Forms are taken into consideration by the Local Authorities.

A date will be set for the prospective students to attend for assessment. In most cases, applicants who do not attend the assessment will not be considered further for a place at the Academy.

180 applicants will be offered a place for admission in September 2018 and unsuccessful applicants will be placed on the Waiting List.

Those who are offered a place at the Academy will be informed by a letter posted on **1 March 2018** and will be asked to complete and return an acceptance form by **16 March 2018**. Offers of admission to those on the Waiting List will be made if a suitable place becomes available.

Those not offered admission or a place on the Waiting List will be informed by a letter posted on **1 March 2018**. They will have been offered a place at an alternative school by the Local Authority.

## Waiting List for Admission to Year 7

If the Academy is oversubscribed, unsuccessful applicants will be placed on the Waiting List. If vacancies arise, those on the Waiting List will be offered a place using the Academy's Admissions Criteria outlined previously.

The Waiting List will be maintained until 31 December 2018.

The Academy will then write to parents remaining on the Year 7 Waiting List to determine if they wish to remain on the list should a place become available. In January 2019, the Waiting List is then reconstituted following parental responses. The reconstituted list will then be maintained and places will be offered as they come available in accordance with the Academy's Admission Criteria.

## The Appeals Procedure

Parents/guardians who do not obtain a place for their child may appeal against the decision. There will be an Independent Appeals Panel appointed in accordance with the provisions of the statutory School Admission Appeals Code.

Appeals should be presented in writing to the Clerk of the Independent Appeals Panel c/o Madeley Academy no later than **29 March 2018**.

### **Mid-Year Admission Policy**

Any parent can apply for a place for their child at any time outside the normal admission round.

Madeley Academy will show due regard for mid-year admission schemes formulated by the relevant Local Authorities.

Madeley Academy will communicate with the relevant local authorities to ensure that they are advised of any student mobility in the interests of safeguarding.

Any vacancies will be offered on the basis of the admission criteria for the Academy. Assessment sessions for Mid-Year Admissions will be held as required.

Parents have the right to appeal against the refusal of a place.

### **Late Applications (Taken from Telford & Wrekin's late application rules)**

The policy on late applications for Madeley Academy is in line with Telford and Wrekin's Children's Services arrangements.

Preference Forms and, where appropriate, schools' own Registration Forms, received after the closing date, are classed as late applications. Any request to change the name or ranking of a school made after the closing date will be classed as a late application.

Late applications will normally be considered for places after all the applications that were received by the closing date. Therefore, late applicants may be less likely to be offered a place at one of their preferred schools.

If a Telford and Wrekin Preference Form is received after the closing date the application will be passed to the appropriate admission authority for consideration under its Late Application Policy. Each admission authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The Late Application Policy for all Telford & Wrekin community and voluntary controlled schools is shown below which Madeley Academy will comply with.

*"The closing date for application is 31 October 2017. If, because of a substantial change in circumstances (such as moving house) your child's form is submitted late, or you need to change your preferences we will be able to accept these until 22 January 2018. Late applications and changes of preference are only usually acceptable where there is a very good reason like a house move or the severe illness of a single parent. Some proof will be required. If you have no exceptional reason for a late application then we will not be able to consider your request at the initial allocation stage. If your application is received late you will not receive a school allocation at the beginning of March, but your preferences will be considered at the review stage."*

Madeley Academy will use the following timetable for applications each year which, whenever possible, will fit in with the common timetable agreed by the Telford & Wrekin Admissions Forum (the exact dates from year to year will be published on our website):

### Timetable for Year 7 2018 Admissions

**Monday 5 June 2017**

Rules of Admission, Academy Prospectus available for parents

**Monday 9 October 2017**

Open day and evening and opportunity to visit the Academy

**Tuesday 31 October 2017**

Agreed deadline for return of Preference Form to Local Authority

**November 2017**

First Student Assessment Sessions

**Thursday 1 March 2018**

Parents/guardians and Primary Schools notified of the result of applications

**Friday 16 March 2018**

Agreed deadline for return of Acceptance Form

**Thursday 29 March 2018**

Agreed final deadline for submission of appeals against decisions

**April/May 2018**

Appeals considered

**Summer 2018**

The Induction Programme for the new intake will take place. Further details will follow in due course

### Sixth Form Admissions

The named person for dealing with admissions to Sixth Form is Mrs Jeanette Furlong.

Students will be admitted to programmes of study subject to meeting course entry level requirements.

Students wishing to enter a Level 3 Course in Year 12 (AS/A Level, Level 3 Diploma or equivalent academic or vocational course) will be required to have at least five GCSE passes at grades A\* - C including English and Mathematics at Grade C or above or Grade 5 under the new numerical system.

A minimum of Grade 6 (Grade B) will be required at GCSE in the individual subjects to be studied at A Level.

Conditional offers of admission to the Sixth Form will be made and these will be confirmed following the publication of the GCSE examination results.

A waiting list will be compiled as detailed below.

In the event of places being oversubscribed the following criteria will be applied. All students must have the required qualifications for the course they wish to study (see above). Where there are more applications than places available in the Sixth Form allocations will be prioritised as follows:

1. Priority will be given to students progressing into the Sixth Form from Year 11 at the Academy who achieve the entry level requirements.
2. Next, places will be offered to applicants who are looked after by the Local Authority who achieve the entry level requirements.
3. Any remaining places will be offered to applicants where there are vacancies in subjects where the maximum set size of sixteen has not been reached.
4. If the number of applicants in point 3 (above) exceeds places available, then they will be allocated on the basis of the distance between a central point in the home and a central point in the academy buildings as measured by Straight Line distance using the Local Authority's computerised mapping system. Those that live nearest will have priority.

### Waiting List

Applicants for admission to the Sixth Form who meet the academic requirements for admission, but who in accordance with admission criteria, cannot be offered a place will be placed on the waiting list.

Those on the waiting list who live nearest to the Academy and wish to study subjects where vacancies become available will be given priority.

For further details regarding application to the Sixth Form please refer to our website: <http://www.madeleyacademy.com/page/admissions.aspx>

### Annual Procedures for Determining Admission Arrangements

#### Consultation

Madeley Academy will consult by 1 March each year on its proposed admission arrangements to:

- a) Telford & Wrekin Council
- b) The Admission Forum for Telford & Wrekin Council

## Rules of Admission September 2018



- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the Local Authority
- d) Any other governing body for Primary and Secondary Schools (as far as not falling within paragraph c) above) located within the relevant area for consultation
- e) Affected admission authorities in neighbouring Local Authority areas.

### Publication of Admission Arrangements

Madeley Academy will publish its admission arrangements each year once these have been determined by:

- a) Copies being sent to Primary and Secondary Schools in Telford & Wrekin Local Authority
- b) Copies being sent to Telford & Wrekin Local Authority for inclusion in the composite prospectus for parents
- c) Copies being made available without charge on request from the Academy
- d) Copies being sent to public libraries in the area of Telford & Wrekin Local Authority for the purposes of being made available at such libraries for reference by parents and other persons

### 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) A statement of any religious affiliation
- d) Number of places and applications for those places in the previous year
- e) Arrangements for hearing appeals.