



ADMISSIONS POLICY 2019-20

*This policy relates to the
Avonbourne International Business & Enterprise Trust –
Harewood College*

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Committee: Resources

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19.10.15	M Winkworth	Directors 21.10.15	13.7.16
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Admissions Policy for Harewood College 2019-20

Avonbourne International Business and Enterprise Academy Trust (AIBET) is a multi-academy organisation. The published admission number for Harewood College is listed below:

- The published admission number for Harewood College is 240.

The Trustees of each Academy within AIBET are responsible for the admissions process, the function of which is delegated to the governing body of AIBET and is monitored by the Directors of the Company. All students are admitted without reference to ability or aptitude.

The criteria to be used for admission into Harewood College is set out below and applies to:

- a) All entry year applications received by the closing date and to applications received after the closing date, if any places become available. Late applications will not be considered at the first allocation of places until all applications received on time have been dealt with.
- b) All admissions outside the normal September main entry intakes, unless any In-Year Fair Access Protocols agreed through the Bournemouth Admissions Forum are applicable.

Places will be allocated to Harewood College in the following order of category:

- 1) All children looked after by a local authority, either in foster care or an authority children's home; this includes children who were in care but have since been adopted, become subject to a residence order or special guardianship. A 'Looked After Child' is defined as *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 functions (see the definition in Section 22(1) of the Children Act 1989) 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 subject to a child arrangements order or special guardianship order).*
- 2) A child has a sibling attending Avonwood Primary School, Avonbourne College, Harewood College or Avonbourne 6th Form on the proposed starting date;
A sibling is:
 - A half or full sibling
 - An adoptive sibling
 - A child whose parents are married or cohabiting and parents and children live together in the same household.
- 3) Where necessary, priority will be given to children of any member of staff employed by AIBET in the following circumstances:
 - a) Where the member of staff has been employed by AIBET for 2 or more years at the time at which the application for admission to the Academy is made.
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
- 4) Where the child lives in the traditional area served by the academy (with priority given to the areas of Boscombe, Pokesdown, Southbourne and Springbourne); ie. South of the Wessex Way, and in the districts of Dean Park (west of Lansdowne Road), Meyrick Park and Westbourne. Further guidance can be found on our Trust website.

- 5) Distance from the academy. Children living nearest the academy will be given the highest priority.

Admission Criteria Notes - Applicable to Harewood College

Documentation

It is the responsibility of the parents/carers to ensure that the completed application form is submitted to their home LA. This can be done in paper form or on-line to the LA by 31st October 2018. Failure to submit the correct, original evidence by the date stated may affect the allocation of admissions category and subsequent eligibility for admission to the academy. Parents should note that it is unlikely that additional evidence will be able to be submitted electronically.

A child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by AIBET prior to the offer of an academy place. The academy may also require other evidence of proof of address. Examples of acceptable proofs of address will be listed in the Local Authority Information Booklets. If Child Benefit payments are not made or suspended then the decision on which address to be used for the child, for the purposes of admission to school only, will be based upon the address at which the child is registered at a GP Surgery.

Timing of Admission

In cases that involve school transfers that do not require a house move, it may be appropriate to arrange for the child to start at the beginning of a term to minimise disruption to their education.

Special Educational Needs

Places may be reserved within the published admission number for children with an Education Health Care Plan (EHCP) before the official closing date for applications, where part four of the statement names that academy.

Applications for students who are disabled

AIBET welcomes and makes every effort to accommodate students, irrespective of ability or disability, and works closely with parents/carers and students to achieve good access to the buildings, the curriculum and the life of the multi academy Trust. However, at AIBET, the buildings can present significant barriers to full inclusion for certain students. Wherever possible, the academy will endeavour to overcome known barriers. Parents/carers with a disabled child are encouraged to contact the academy prior to making an application so that reasonable adjustments can be explored.

Oversubscription

In the event of oversubscription in any category, distance from the institution, then twins, triplets and multiple births as outlined below:

This is defined as:

- Living closest to the college as measured by the address mapping point on the ordnance survey map of both buildings.

Twins and Triplets or Multiple births

When considering twins or triplets or other multiple births for one remaining place, the family will be offered the place and may decide (a) if they will accept it for one sibling whomever they decide or (b) they decline the place and it is offered to the next person in the allocation after the twins/triplets/multiple births. If the family accept the place for one twin/triplet/multiple birth, then the sibling(s) will be automatically be placed on the waiting list until a space becomes available.

Waiting Lists

In the event of being full, each institution will operate a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria and any places that do become available, if not required for a child with a statement of special educational need, are allocated in accordance with these criteria. The waiting list does not give priority either to those that have been on the list the longest or to those that have applied after the closing date.

Waiting lists for the main entry year will automatically cease on 31 December 2018. Previous applicants wishing to continue on a waiting list must automatically re-apply to the academy between 1 and 31 December 2018. Waiting lists for all other year groups will cease at the end of the academic year 2018/2019. Applicants will be required to automatically re-apply (in August 2019) for admission if they wish to continue to be considered for a place.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed, from, the waiting list
- At the end of each academic term, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

International Placements

Students within the EU may be offered a temporary placement in the following circumstances:

- There is space available
- They are temporarily resident in the area specified
- They have a guardian and/or sponsor

Withdrawal of Offers of Places by the Governors.

Once the Governors of the institution have made an offer of an academy place, they may withdraw that offer in very limited circumstances. These include:

- When the Governors offered the place on the basis of, what later becomes known as, a fraudulent or intentionally misleading application from a parent/carer (for example, a false claim to residence in the area), which effectively denied a place to a child with a stronger claim
- Where a place was offered by the Local Authority, not the Admission Authority, in error.

If a parent/carer has not responded to the offer of a place within a reasonable time, the Governors will remind the parent/carer of the need to respond and that the place may be withdrawn if they do not.

(DfE School Admission Code 2014)

Admission Appeals

AIBET will not consider repeat appeals by the same applicant in the same academic year unless the applicant is able to prove that there have been material changes in their circumstances since the previous admission appeal. The final decision as to whether the material changes warrant a fresh appeal will be determined by the Admissions Authority.

Co-ordination between Admission Authorities

In accordance with the agreed schemes the offer of places at the main point of entry at secondary level will be coordinated between all the admission authorities in Bournemouth.

Avonbourne Trust, together with other Bournemouth school and the Bournemouth Local Authority operates an In-Year Fair Access Protocol (formerly known as the 'Hard to Place' Protocol) in accordance with the Code of Practice on Admissions. This is reviewed by the Admissions Forum on a regular basis.

Monitoring and Review

This policy has been made in accordance with the Equalities Act 2010. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of The Governing Body.

Mid-Year Admissions

Having been offered a place at Harewood College, it is necessary build an accurate picture of each new student's academic ability. To ensure suitable academic setting it is necessary to collate appropriate and relevant information. This would normally be achieved by contacting the previous school for CAT data as well as other available information such as school reports. However, if it is not possible to collate this information we will ask students to attend one morning prior to their official start date. During this meeting we will ask the student to complete appropriate testing so that academic ability can be measured ready for successful integration into our College. Where this is not possible, an opportunity to complete testing will be undertaken as soon as is practical.