



ADMISSIONS POLICY 2020-21

This policy relates to the
Avonbourne International Business & Enterprise Trust
 Avonwood Primary School Avonbourne College Avonbourne 6th Form

Lead Director: Bernadette Bowler
Leadership Team Link: Debbie Godfrey-Phaure, Natasha England & Chris Jackson
Committee: Resources

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19.10.15	C Jackson	Directors 21.10.15	13.7.16
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Admissions Policy for Avonbourne Trust 2020-21

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

- The published admission number for Avonwood is 60.
- The published admission number for Avonbourne College is 300.
- The published admission number for Avonbourne International 6th Form is 100 in Year 12 and 100 in Year 13, including external spaces.

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.

Avonwood Primary School and Avonbourne College

The criteria to be used for admission into Avonwood Primary School and Avonbourne 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.

Places will be allocated to the institutions of Avonwood Primary School and Avonbourne 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 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) A child seeking admission to Avonbourne College has a sibling attending Avonbourne College, Harewood College or Avonbourne 6th Form on the proposed starting date
 - b) A child seeking admission to Avonwood Primary School has a sibling attending Avonwood Primary School 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); i.e. 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

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.

If a child has been or is being looked after whether in or outside England, applicants will be asked to provide additional evidence in order to verify the previously looked after status of a child. It is at the discretion of the LA what evidence is required. The final decision will be made by the local authority. If any information supplied by an applicant is judged by the LA to be fraudulent or intentionally misleading, the LA may refuse to offer a place, or if already offered, may withdraw the offer.

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 LA 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.

Oversubscription

In the event of oversubscription in any category, then priority will be given to children who have previously been in state care outside of England and have ceased to be in state care as a result of being adopted. Next will be those closest distance to 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 2019. 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 2020) 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 may be offered a temporary placement in the following circumstances:

- There is space available
- Their residency is legal
- 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

When AIBET informs a parent of a decision to refuse their child a place at Avonwood Primary School, Avonbourne College, or Avonbourne 6th Form, AIBET will include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed that, if they wish to appeal, they have to set out their grounds for appeal in writing. All appeals must be made within 20 school days of notification that a child has been refused a place. Appeals received outside this deadline will not be considered.

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.

In Year Applications

While it is essential that children who have no school, find a place quickly, section 433 of the Education Act 1996 permits deferment of admission to the start of a school term. In cases involving school transfers that do not require a house move, or where there is no need for an immediate move, admission authorities may wish to arrange for a child to join them at the beginning of term to minimise disruption to their own and other children's education. Therefore, Avonbourne Trust will defer the start date of students until the start of each new Term (January, April and September) where a house move has not taken place.

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.

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.

Avonwood Primary School policy for delayed admission to reception year group

The Policy will apply to requests for summer born children to delay admission to Reception

Introduction

This policy document sets out the process and criteria for considering requests to delay admission to school for summer born children. This policy applies to all pupils with the exception of those holding or undergoing assessment for a statement of special educational needs/Education Health & Care Plan whose parent(s)/carer(s) should contact the Borough's Special Educational Needs Team for advice.

All other application forms should be submitted direct to the Local Authority School Admissions Team.

Process for consideration of parental requests for Summer Born Babies to be admitted to Reception a year later than their chronological age group admission

1. If a parent expresses an interest in applying for delayed entry to Reception, Avonwood Primary School will suggest that they arrange a meeting with the head teacher to discuss their options.
2. If, after discussion with the head teacher(s), the parents still wish to pursue an 'out of year' admission, they will be asked to complete and submit an application form together with supporting evidence to the Local Authority.
3. The application form will ask parents to confirm that they understand the policy. If approved, any existing applications will be cancelled and the parents will need to re-apply for a place in Reception for the following year. This application must be submitted prior to the closing date of 15 January the following year. **At no time will they be able to hold school offers for their child in two year groups.**
4. Any applications made the following year will not be given special priority over applications for children falling naturally in that year group.
5. If the request for delayed admission is submitted after an offer of a school place in the child's chronological age group has been made, if it is subsequently approved that the child can delay admission the original offer will be withdrawn and offered to the next child on the waiting list.
6. The form will also ask for basic information about the child and the following information must be provided:
 - Clear reasons for the request
 - Information from the child's current nursery or pre-school if applicable
 - Assessments provided by the Pre-School Provider or Health Visitor from issues raised at the 2 year old check
7. In addition they may be asked to provide specific information/documentation such as:
 - Early Years reports and assessments where this is available
 - Existing professional reports and assessments e.g. educational psychology reports from LA where this is available
 - Health information
 - Other relevant information and documentary evidence
8. Parents will be informed of the date that the Panel will meet within 15 school days of receipt of their written request (Application form and supporting evidence).
9. Parents and Avonwood Primary School will be informed of the recommendation of the Panel in writing within 5 working days of the meeting.

10. As Avonwood Primary School is its own admitting authority, the final decision on whether to allow delayed entry lies with them, however they will take note of The Panel's recommendation when making their decision.
11. Avonwood Primary School will write to parents within 10 working days once a final decision has been made.

The decision making process

Where requests for out of year admissions are made a Panel will be convened to consider the request.

This Panel will consist of:

- A senior officer from Admissions (Chair)
- The Principal Educational Psychologist (PEP) (or her representative)
- An Early Years Advisor (where appropriate)

A member of the Admin support team will minute the meeting and inform the parent of the outcome.

On occasion there may be insufficient evidence for the Panel to reach a decision. In this instance the Panel may request additional information or a meeting with the parent(s) which may include the child.

Criteria for agreement to out of year admissions

The following list is not final and binding and is an example of the type of information that will be considered by the Panel. Meeting one or more of the criteria below is not in itself confirmation of agreement to the request to delay entry. The Panel will consider evidence relating to all aspects of the child's development and needs in coming to a decision and this will include the following:

- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature child.

Right of appeal following the decision

There is no right of appeal if a parent has been offered a place in the school but it is not in the year group they would like. However, parents can make a complaint through the Borough of Bournemouth's complaints procedure.

If a parent is unhappy with the way the local authority has handled their complaint, the parent may then refer their complaint to the Local Government Ombudsman.

Avonbourne Sixth Form

This section of the policy covers entry into the Sixth Form at AIBET from the beginning of Year 12 between the ages of 16 and 19, late applications and mid-year admissions into Year 12 and 13.

Admission to the Sixth Form will be from:

- Students in Year 11 at Avonbourne and Harewood Colleges.
- Students from outside Avonbourne and Harewood Colleges.
- Admission numbers from both colleges and those outside Avonbourne and Harewood Colleges will be dependent upon students meeting the criteria for admission.
- Students on roll at Avonbourne and Harewood Colleges are required to apply for a place in the Sixth Form as are students from other schools.
- The entry requirement for admission to the Sixth Form shall be the same for students on roll in Year 11 at Avonbourne and Harewood Colleges and external candidates.
- Students will be admitted at the start of the Autumn term in each academic year, although there may be occasions when students transfer during an academic year.

Entry requirements

The entry requirements for the Sixth Form are as follows:

- 5 passes at GCSE including English and Maths; grades A*-C (grade 4+)
- GCSE grade 6 or above in subjects that you intend taking at A Level
- GCSE grade 6 or above for Maths and English A Level Courses
- Entry into Year 13 will be dependent upon students fulfilling the appropriate course requirements during Year 12.

Students who do not meet the entry requirements may still be admitted to courses if it is considered that the student has achieved below their potential for exceptional reasons such as illness.

Sixth Form Oversubscription Criteria

All entry requirements, as listed in this policy, must be met. The places will then be allocated in accordance with the following criteria.

- Applicants who are looked after by the LA 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 in the care of the Local Authority or being provided with accommodation by the Local Authority in the exercise of their social services functions as defined in section 22 of the Children Act 1989.
- Students who have special medical needs supported by written information from a registered health professional which makes it important that they attend the academy.
- Applicants who already have a place in Year 11 at Avonbourne and Harewood Colleges.
- Applicants who have a sibling attending Avonbourne or Harewood Colleges 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.
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- Applicants who live closest to the academy. (This is measured by the straight line distance calculated by the Local Authority's Geographical Information System (GIS).

Appeals

Any student who is refused a place has the right to appeal. In all cases the appeal should be made in writing to the appeals officer. All appeals must be made within 20 school days of notification that a child has been refused a place. Appeals received outside this deadline will not be considered.

False Information

Where the academy has made an offer on the basis of fraudulent or intentionally misleading application which has denied another student from being offered a place, the offer will be withdrawn.

Late applications

Late applications will be considered after all on time applications (deadline 30 November 2018), unless exceptional circumstances merit earlier consideration.

International Placements

International students may be offered a temporary placement in the following circumstances:

- There is space available
- Their residency is legal
- They have a guardian and/or sponsor

Admission Criteria Notes

Documentation

It is the responsibility of the parents/carers to ensure that the completed application form is submitted to their home LA. For applications to Avonwood or Avonbourne College (Years 7 to 11) this can be done in paper form or on-line to the LA by 31 October 2018 for Secondary phase and 15 January 2019 for Primary phase applicants. 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.

Mid-Year Admissions

Having been offered a place at one of our institutions, 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 Trust community. Where this is not possible, an opportunity to complete testing will be undertaken as soon as is practical.