

## **ARK CHAMBERLAIN ACADEMY, OLDKNOW ROAD, BIRMINGHAM, B10 0HU**

### **Admissions Policy relating to admissions to the academy in the academic year 2017/18**

#### **GENERAL**

1. This document sets out the admission arrangements for Ark Chamberlain Academy (“the academy”). *The academy is a junior school.*
2. Enquiries should be made to the Admissions Team at Ark Schools, 65 Kingsway, London, WC2B 6TD ([admissions@arkonline.org](mailto:admissions@arkonline.org))
3. The academy has a Published Admission Number (PAN) of 150 places in Year 3.

#### **PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED**

##### **Oversubscription criteria**

4. Where the academy is named on a pupil’s Statement of Special Educational Needs or Education and Health Care Plan, that child will be admitted by the academy. Where fewer applications are received than places available, the academy will offer places to all those who have applied. If the number of applications for admission to the nursery or primary school is greater than the PAN, applications will be considered against the criteria and order set out below:
  - a) Looked After Children and Children who have been previously looked after (pursuant to the Admissions Code)<sup>1</sup>.
  - b) Children who will be attending the linked infant school (St Benedict’s Infant School, St Benedicts Road, Small Heath, Birmingham, B10 9DP, URN 103261) at the time of application and will still be in attendance at the end of Year 2.
  - c) Children who at the time of the admission have a sibling who attends the academy or St Benedict’s Infant School. Siblings (brothers or sisters) are considered to be those children who live at the same address and either:
    - i. have one or both natural parents in common; or
    - ii. are related by a parent’s marriage or are brought together as a family by a same sex civil partnership; or
    - iii. are adopted or fostered by a common parent.

Unrelated children living at the same address, whose parents are living as partners, are also considered to be siblings.

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<sup>1</sup> “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.” (footnote 16 of the School Admissions Code 2014). A previously looked after child “includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.”

- d) Distance measurement – Distances are calculated on the basis of a straight-line measurement between the applicant's home address and the front school gates. A child's home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child's normal place of residence.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy.

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, both will be considered together as one application.

### **OPERATION OF WAITING LISTS**

5. Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child's name to be placed on the waiting list following an unsuccessful application.
6. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **ARRANGEMENTS FOR APPEAL PANELS**

7. Parents have the right of appeal to an Independent Appeal Panel ("Appeal Panel") if they are dissatisfied with an admission decision of the academy.
8. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

### **APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS**

9. In-year applications should be submitted direct to the academy, unless other arrangements have been made and published on the academy website.
10. Subject to any provisions in the LA's published and agreed protocol on 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.
11. If more applications are received than there are places available, the oversubscription criteria shall apply.

### **Appeals against refusal of an in-year application**

12. Parents/carers have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy.

### **ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP**

13. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the LA as described in the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified of the decision in writing. If the request is refused, applicants may complain to Ark Schools to seek a review of the decision.