

## Admissions Policy

**Type:** Policy  
**Status:** Statutory

### Issue Status:-

Date	Version	Comment	Owner
30 <sup>th</sup> June 2014	1	Original document	Geoff Walls
January 2015	2	Reviewed	Geoff Walls
January 2016	3	Reviewed	Geoff Walls
January 2017	4	Reviewed	Geoff Walls
2 <sup>nd</sup> February 2018	5	Revised document	Geoff Walls
31 <sup>st</sup> January 2019	6	Reviewed	Emily Gaunt
31 <sup>st</sup> January 2020	7	Revised document – section 2	Emily Gaunt

**Prepared:** Julia French January 2020

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**Verified:** Deputy Principal January 2020

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**Approved:** Principal January 2020

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Available publicly on Website: Y/N

**Review Date:** 31<sup>st</sup> January 2021

## **1 Introduction**

- 1.1 These arrangements are established in accordance with Annex 2 of the Academy's Funding Agreement.
- 1.2 The Academy provides for pupils aged 7 -19 and has two Normal Points of Entry, at the start of the Year 3 and Year 7 school years. Applications for admission at the normal point of admission will be co-ordinated by Peterborough City Council in accordance with its common application procedures, with the exception of places in year 7 which are to be offered to children currently in year 6 at Thomas Deacon Academy Junior College.

Arrangements for late admission into Year 7 and for admission to other year groups will be dealt with upon application directly to Thomas Deacon Academy.

## **2 Admission Numbers**

- 2.1 The Academy's Published Admission Number is set at 90 for the Thomas Deacon Academy Junior College and 362 at Year 7 for Thomas Deacon Academy. At least 362 pupils will be admitted each year to Year 7 at the Normal Point of Entry and at least 90 to Year 3 at Normal Point of Entry provided sufficient eligible applications have been received. Where fewer than 362 applications have been received, all applicants will be admitted.

## **3 Ordinary Applications for the Normal Point of Entry**

- 3.1 Application for admission to Year 7 should be made to the local authority in whose area the applicant is normally resident by the closing date of October 31st of the preceding academic year.
- 3.2 Application for admission to Year 3 should be made to the local authority in whose area the applicant is normally resident by the closing date of 15<sup>th</sup> January of the preceding academic year.
- 3.3 Applications will be co-ordinated by Peterborough City Council who will consult as required with the Academy's Governing Body.
- 3.4 Places will be offered to all successful applicants by Peterborough City Council by 1st March. Where the Academy is oversubscribed, places will be awarded on the basis of the oversubscription criteria set out in Paragraph 6 below.

## **4 Late Applications for the Normal Point of Entry**

- 4.1 Applications received after the closing date and before the Normal Point of Entry will be dealt with by Peterborough City Council in accordance with its procedures for late applications, after places have been awarded to on-time applications.
- 4.2 Where the Academy is oversubscribed as a result of late applications, these applications will be judged according to the oversubscription criteria.

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- 4.3 Places will be offered to successful Year 7 applicants by 1<sup>st</sup> March or as soon as possible thereafter and in any case before 1<sup>st</sup> September.
- 4.4 Places will be offered to successful Year 3 applicants by 16<sup>th</sup> April or as soon as possible thereafter and in any case before 1<sup>st</sup> September.

### **5 Acceptance of Offer of a Place**

- 5.1 Where an offer is made, the applicant should be notified of the date by which they must accept the offer. Where an offer is not accepted by the applicant in writing by the due date, the Academy's Governing Body reserves the right to withdraw the offer and to offer the place to the next applicant on the waiting list.

### **6 Oversubscription Criteria**

- 6.1 The Academy will admit children with a statement of special educational needs or disabilities which names Thomas Deacon Academy as the appropriate school for the child and where we have agreed that we can meet the needs of the child.
- 6.2 Remaining places will be allocated according to the following criteria, in order of priority:
  - i Children in public care (CLA)  
A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A CLA is a child who is a) in the care of the LA or b) being provided with accommodation by a LA.
  - ii Siblings of children attending the school at the time of application, where sibling is defined as a brother or sister with one or both parents in common and who is living at the same address.
  - iii Children of any member of staff employed by the Board of Directors of the Academy at the time of application:
    - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the Academy is made and/or
    - b) The member of staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - iv Proximity measured as a straight line from the home address to the main gates of TDA (Queen's Gardens), where 'home address' is defined as the place of permanent residency.

(The TDA does not operate a catchment area)

## **7 Waiting List**

- 7.1 If the Academy has more applications than places available children will automatically be placed onto a waiting list in accordance with the oversubscription criteria shown above and administered by the TDA. Parents/carers will be notified if a place becomes available at the Academy at any time. The waiting list will be held from the allocation of places until the end of Term 2 in the year of entry (3 or 7).
- 7.2 Where the Academy's roll in Year 7 falls below 332 or 90 for Year 3, up to 31<sup>st</sup> December an available place will be offered to the next applicant on the waiting list.
- 7.3 Parents/carers of children remaining on the waiting list at 31<sup>st</sup> December in the case of Year 3 and Year 7 or 31<sup>st</sup> August in any case should contact TDA to clarify whether they wish to remain on the list.

## **8 In-Year Applications for Admission**

- 8.1 In-Year applications should be made by completing the In-Year Application form and returning it directly to TDA.
- 8.2 Throughout the period September to December inclusive, the Academy will continue to offer places to applicants until the roll reaches 90 in Years 3 to 6 and 332 in each other year groups (Years 7 – 11).
- 8.3 When a place is offered in-year or someone is added to the waiting list, the waiting list is re-ranked in accordance with the over-subscription criteria. This means that children can move up or down the waiting list.

## **9 Post-16 Entry Requirements**

- 9.1 Please contact the Head of Sixth Form ([ben.treverton@tda.education](mailto:ben.treverton@tda.education)) regarding Post 16 entry requirements and programmes of study at Thomas Deacon Academy.

## **10 Admission Appeals**

- 10.1 Parents/carers have the right to express a preference for their child's school.
- 10.2 If Parents/Carers are not allocated a place for their child at the school of their preference they may appeal to an independent body called the Appeals Panel.

### **Should I appeal?**

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- 10.3 Not all families appeal if their request for a school is unsuccessful. Those who appeal usually do so because they feel that they have a particularly strong case. Advice and information can be sought at an early stage from the Academy.

### **How do I appeal?**

- 10.4 Parents/Carers should to contact the Appeals Officer at Peterborough City Council and advise that you would like to appeal. The Appeals Officer will send the appropriate paper work. Contact details are:

Appeals Officer  
Legal & Democratic Services  
Peterborough City Council  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough PE2 8TY  
Telephone: 01733 452589  
Email: [appealsservice@peterborough.gov.uk](mailto:appealsservice@peterborough.gov.uk)

### **What will happen next?**

- 10.5 Parents/Carers will be informed by letter when the Appeal will be heard and they will receive a statement from the Academy giving reasons why it is not possible to allocate a place at the school of your choice. This will be sent at least seven days before the Hearing.
- 10.6 Parent/Carers will be invited to attend the Appeal hearing in order to discuss their case with the Appeals Panel. Parents/Carers may bring a friend or representative to help present the case or simply to provide support. The child(ren) may not be present at the appeal hearing.
- 10.7 Parents/Carers who have Special Needs and may need extra help, eg signing, different access to the building; should enquire at the LA. If a Parent/Carer in unable to attend or does not wish to attend, the Panel will decide the Appeal on the basis of the written information supplied.

### **Who is on the Appeals Panel?**

- 10.8 Three people normally sit on the Panel and they will include:
- Lay person(s), who is not connected with the Academy and who has no personal experience in the management of a school.
  - Person(s) 'experienced in education' (often a retired Headteacher), who is not a member of the Academy's staff or Governing Body.
- 10.9 The Panel is advised by an Independent Clerk whose role is only to provide legal advice for the Panel and to ensure that correct procedures are followed in the Appeal Hearing. Sometimes there is an observer who is being trained to be an Appeal Panel member.