



Admissions

POLICY for September 2019

Policy Created January
2017

Who is responsible	Principal
Statutory policy	Yes
Review timescale	Annual
Last review	N/A
Created on	January 2017
Next review	November 2018

Key:

The IKB Academy (“The School”)

LA - Local Authority

WMAT-Wellsway Multi-Academy Trust (“The Trust”)

DfE - Department for Education

At The School we want to give young people an opportunity to shine based on their real abilities, passions and interests and by offering a unique combination of high quality qualifications, skills and experiences we can deliver to students and parents an attractive and valuable alternative to the existing local provision.

The School is a pathway for young people to pursue their academic and professional areas of interest and be fully equipped for university, higher apprenticeships and the world of work. The School curriculum has a focus on the Science, Technology, Engineering and Mathematics (STEM) as well as employment and lifelong learning skills.

The School will have a highly academic pathway alongside ones which incorporate aspects of vocational learning. The key objective is to offer a high quality curriculum which meets student and employer demands and equips all students with the skills so needed in the current and future employment arena. The curriculum offers progression routes 14-19 and beyond.

The pathways drive a distinctive ethos for The School, ensuring that creativity, risk taking, team work, problem solving and a 'passion for learning' drive standards. Students' experiences will bridge academic and practical studies through curriculum planning and integration, innovative teaching methods, project based learning and industry standard work placement

Our Admissions Policy reflects these aspirations.

The School will provide places for young people aged 14-19 and the admission arrangements for the year group 10 and 12 are set out below.

The School is committed to straightforward, open, fair and transparent admissions arrangements. The School will act in accordance with the School Admissions Code, the Schools Admissions Appeals Code and admissions law as they apply to academies.

Published Admission Number (PAN)

The School has the following published admission numbers for the School for the year 2014/2015 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

Published Pupil Admission Numbers at The IKB Academy 2015 onwards

	2015	2016	2017	2018	2019	2020	2021
Year 10	40	70	70	60	60	60	60
Year 12	60	70	40	20	20	30	30
Total	100	140	110	80	80	90	90

Expected Student Numbers at The IKB Academy 2015 onwards

	2015	2016	2017	2018	2019	2020	2021
Year 10	40	70	70	60	60	60	60
Year 11	0	40	70	70	60	60	60
Year 12	60	70	80	90	90	90	90
Year 13	0	60	70	80	90	90	90
Total	100	240	290	300	300	300	300

All year 11 students at The School will be entitled to progress to Post 16 provision, if they meet the minimum entry requirements as outlined. If fewer pupils transfer from Year 11 to Year 12 than expected, the School will admit additional external pupils into Year 12 up to the stated expected student numbers.

PROCEDURE FOR ADMITTING PUPILS TO THE IKB Academy

Process of Application

Admission applications for places in Year 10 and Year 12 will be administered directly by The School.

Year 10 application forms will be made available through The School, in The School prospectus and on The School website.

The application form must be returned directly to The School. Intentionally misleading or fraudulent information on the form could result in the place being withdrawn. We will operate in keeping with the Local Authority’s Fair Access Protocol.

Applications for places at The School Sixth Form must be made directly to The School using the application form in the school prospectus, downloaded from the school’s website or available on application to The School.

The timetable for applications will be as follows:

Year 10 - applications should be received by 31st October before the year of entry e.g. 30th October 2018 for entry into year 10 in September 2019.

Year 12 - applications should be received by The IKB Academy by 28th February in the year of entry e.g. 28th February 2019 for entry in September 2019.

Late applications will be considered.

Consideration of Applications

The Trust will consider all applications for places at The School. Where fewer than the published admission number(s) for the relevant year groups are received the Trust will offer places at The School to all those who have applied (subject to applicants meeting the entry requirements into Year 12).

Applications into Year 10 will be limited to a maximum of 20 students from Wellsway School and 20 students from Sir Bernard Lovell Academy. Both schools are members of the Trust and this limit has been placed to allow fairer access to students from schools outside the Trust. This will be applied using the procedures below where applications exceed this number and only applied when the school is over subscribed.

Admission arrangements

All students with statements of Special Educational Needs or EHC plans, which name The School will be allocated a place and the number of available places will reduce accordingly.

Procedures where The School is oversubscribed for 14-16 provision

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. The criteria will be applied in the order in which they are set out below:

1. All Looked after Children and previously looked after children (who are children who were looked after, but ceased to be because they were adopted or became subject to a child arrangements orders or special guardianship orders) irrespective of the school they presently attend.
2. Children attending Wellsway School or Sir Bernard Lovell Academy
 - 2.1 A maximum of 20 students into Year 10 from Wellsway School
 - 2.2 A maximum 20 students into Year 10 from Sir Bernard Lovell Academy

Where numbers from either school exceed the limit, priority will be based on the criteria 3.1 to 3.4 below and where priority cannot be established within each criterion the process of random allocation will be used.

3. Children from schools other than Wellsway School or Sir Bernard Lovell Academy in the following order of priority
 - 3.1 Children with a social or medical reason - applications must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why only this school can meet the needs of the child
 - 3.2 Siblings of children who are still attending The School in the academic year of admission - children are siblings if they are step siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school
 - 3.3 Children residing within a 15 mile radius as attached in appendix A will be allocated a place by a random allocation method. This allocation will be overseen by an independent appointee of The School and The Trust. This means that applicants living close to The School do not have priority over other applicants within the catchment area. Random allocation means The School will not select children on the basis of their ability.
 - 3.4 Children residing outside the designated catchment area with priority being given to those living nearest to The School as measured in a straight line from the applicant's home address to the front gates of the School.
4. Other applicants from Wellsway School or Sir Bernard Lovell Academy with priority based on the criteria 3.1 to 3.4 above and where priority cannot be established within each criterion the process of random allocation will be used.

Other considerations

Applications from sets of twins or other children from multiple births will be treated as individual applicants, this may result in one child being allocated a place under random allocation and another not. This allocation will be overseen by an independent appointee of The School and the Trust.

If we are unable to distinguish between applicants in any of the above oversubscription criteria then the child or children who will be offered the available place(s) will be randomly selected. This allocation will be overseen by an independent appointee of The School and the Trust.

The parents of unsuccessful applicants have a right of appeal to an independent admission appeals panel.

The Home Address

The home address used on The School's admission form must be the current one at the time of application, i.e. the family's main residence. If a child is resident with friends or relatives (for reasons other than legal guardianship) the friends or relatives' address will not be considered for allocation purposes.

If the address changes subsequently, the parents should notify The School. Where the parents live at different addresses, and there is shared parenting, the address used will normally be the one where the child wakes up for the majority of Monday to Friday mornings.

If there is any doubt about this, then the address at which the child is registered with their GP will be used. Parents may be asked to show evidence of the claim that is being made for the address.

Where there is dispute about the correct address to use, the Trust reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider.

For children of UK Service personnel and other Crown Servants returning to the area, proof of the posting is all that is required.

Late Applications

Applications received after the closing date of the admissions window will only be considered if there are places available. A late application will not affect the right of appeal or the right to be placed on the waiting list.

Following the admissions closing date any late applicants will be allocated a place on a first come first served basis if the School has places available.

Post 16 admission criteria

The School has a specific criteria as below in relation to minimum academic entrance requirements for admission or transfer to Year 12 of the School. This will be published on The School website

Both internal and external pupils wishing to enter Year 12 will be expected to have met the minimum academic entry. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing an alternative courses for which they do meet the minimum requirements, if that course is provided by The School. - When Year 12 is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

Pupils with statements of Special Educational Needs or EHC plans where the IKB Academy is named on the statement will be offered a place.

When there are more external applicants that satisfy the academic entry requirements than the number of post-16 places available the criteria will be applied in the order in which they are set out below:

1. Looked after Children and previously looked after children (who are children who were looked after, but ceased to be because they were adopted or became subject to child arrangements orders or special guardianship orders)
2. Children residing within a 15 mile radius as attached in Appendix A, will be allocated a place by a random allocation method. This allocation will be overseen by an independent appointee of The School and the Trust. This means that applicants living close to The School do not have priority over other applicants within the catchment area. Random allocation means The School will not select children on the basis of their ability.
3. Children residing outside the designated catchment area with priority being given to those living nearest to the School as measured in a straight line from the applicant's home address to the front gates of the School.

Tie Break for Post -16 students

In the event of two or more applications that cannot otherwise be separated then the child or children who will be offered the available place(s) will be randomly selected. This allocation will be overseen by an independent appointee of The Trust and The School.

The closing date for Year 12 admissions will be GCSE exam results day. Applications received after this deadline will be considered if places are still available or if places subsequently become available at a later stage.

There will be a right of appeal to an Independent Appeals Panel for internal pupils (and their parents) refused transfer and external applicants (and their parents) refused admission. Unsuccessful applicants will be sent details of how the appeals procedure can be accessed with their letter of notification.

Operation of waiting lists

The School will operate a waiting list. Where in any year The School receives more applications for places than there are places available, a waiting list will operate until the end of September of the school year. This will be maintained by The School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in 14-16 admission arrangements, or for Post-16 places as above. Where a place becomes vacant it will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admitting pupils to other year groups, including replacing any pupils who have left The School.

The Trust will consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal.

Out of Age Group Applications

Places will normally be offered in the year group according to the child's date of birth but a parent may submit an application for a year group other than the child's chronological year group. The parent must contact The School in order that the application can be considered.

A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional;

whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

We will also take into account the views of the Principal of the school(s) concerned. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.

Where a place is refused in a different year group but a place is offered in the school, there will be no right of appeal.

Appeals

The School shall ensure that parents, and for sixth form appeals the children as well, will have the right of appeal to an independent Appeal Panel if they are dissatisfied with an admission decision of the Trust. The Independent Appeal Panel will be independent of the School and Trust. The arrangements for appeals will comply with the School Standards and Framework Act 1998. The determination of the appeal panel is binding on all parties.

Notwithstanding any provision in this Agreement, the Secretary of State may:

- (a) Direct the School to admit a named pupil to the School on application from a local authority.
- (b) Direct the School to admit a named pupil to the School if the School has failed to act in accordance with this policy or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.

Details of how to appeal will be included in the letter advising that a place has been refused. The School shall prepare guidance for parents and relevant children about how the appeals process will work and provide them with a named contact who can answer any enquiries they may have about the process.

The School may, if it chooses, enter into an agreement with a LA or any other organisation for it to recruit, train and appoint appeal panel members, and to arrange for the process to be independently administered and clerked.

Agreed by Governors: January 2017

Review Date: 2018 (Term 2)

Appendix - 15 Mile Radius

