



KADER ACADEMY
ADMISSIONS POLICY
2016/2017

CONTENTS

| | | |
|-----------|---|----------|
| 1 | INTRODUCTION | 3 |
| 2 | ADMISSIONS NUMBER | 3 |
| 3 | APPLICATIONS FOR RECEPTION YEAR | 3 |
| 4 | OVERSUBSCRIPTION CRITERIA | 8 |
| 5 | OVER-SUBSCRIPTION TO RECEPTION YEAR | 5 |
| 6 | ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL | 6 |
| 7 | ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP | 7 |
| 8 | IN YEAR ADMISSIONS | 8 |
| 9 | APPEALS | 9 |
| 10 | GENERAL INFORMATION | 9 |

1 Introduction

- 1.1 The Governing Body of Kader Academy Trust is the admissions authority for the academy. The Governing Body therefore, sets and applies the Admissions Policy of the academy.

2 Admissions Number

- 2.1 Kader Academy has an agreed Published Admission Number (PAN) of 60 pupils. The Academy will accordingly admit at least 60 pupils in the relevant age group each year if sufficient applications are received.
- 2.2 If there are less than 60 applications received for the academy, then places will be offered to all applicants. If more than 60 applications are made, then the academy will apply the oversubscription criteria to determine how places will be allocated.

3 Applications for Reception Year

- 3.1 The application process for admissions into Reception is co-ordinated by Middlesbrough Local Authority, which acts on behalf of the Governing Body to offer places at the academy. Applications should be submitted on the Local Authority application form in accordance with the Local Authority timetable. Parents will be notified as to whether or not their child has been allocated a place by the Local Authority on the published offer date.
- 3.2 (Parents are advised to read the Local Authority admissions information available on the Council website before submitting an application.)
- 3.3 Parents wishing to visit the academy prior to submitting an application are welcome to do so, by appointment.

4 Oversubscription Criteria

- 4.1 If the Academy is oversubscribed, after the admission of pupils with Statements of Special Educational Needs or an Educational Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in priority order:
1. “Children Looked After” (in public care), and children previously “looked after”, but ceased to be so because they were adopted or became subject to a child arrangements order, or special guardianship order, immediately following having been looked after.
 2. Children permanently resident in the Admission Zone, i.e. the address at which the child is registered for child benefit, who express a preference for that school (proof of address may be required).
 3. Children who will have a brother and/or step brother and/or sister and/or step sister or the child of the parent/carer’s partner living at the same address attending the school in the September of admission.
 4. Children with exceptional social and/or medical reasons for attending the school, which in the latter circumstances are substantiated by the Academy’s medical advisors. A letter from the child’s GP or other relevant professional such as a social worker must be submitted with the application. Social reasons do not include domestic arrangements such as parents working commitments or childcare arrangements. Only exceptional circumstances such as parents who have a disability, which may mean their child must attend a particular school, will be considered. (In this instance a letter from the parent’s GP or other relevant professional such as a social worker must be submitted with the application).
 5. Children who reside closest to the academy, measured in a straight line. The measure will be taken from the front door of the child’s home to the main entrance of the academy.
- 4.2 In the event that there are more children in any category than there are places available, a distance criterion will be used. The Academy will give priority to the applicants who live nearest to the academy. The distance from the academy, for admissions purposes, is measured using the straight line from the centre point of the home to the centre point of the academy as determined by the National Land and Property Gazetteer (NLPG).
- 4.3 When distinguishing between pupils with the same criteria, the pupils with the highest second criteria will be admitted.
- 4.4 Please note that a place in the academy Nursery is not a guarantee of a reception place in the academy.

5 Over-subscription to Reception Year

- 5.1 When an application is refused, the child's details are placed on a waiting list ranked according to admissions criteria. The Local Authority will maintain a reserve list on behalf of the Governing Body, ranked according to the academy's over-subscription criteria. The reserve list will be held until 31st December 2016. Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on the reserve list may change if an application is subsequently received that meets a higher criterion than their own.

6 Admission of children below compulsory school age and deferred entry to school

- 6.1 The school provides for the admission of all children in the September following their fourth birthday. Where the school offers a child a place at the school, that child is entitled to a full-time place in the September following their fourth birthday.
- 6.2 Parents may request that (a) the date their child is admitted to school is deferred until later in the same school year (but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made), or (b) their child attends part-time until they reach compulsory school age (but not beyond the point at which they reach compulsory school age). In these circumstances the child must start school full-time no later than the start of the term after their fifth birthday.
- 6.3 The academy's view is that deferral or part-time attendance may be appropriate in exceptional circumstances, for example, where health, educational or care needs would make a deferred start the most beneficial for the child. But generally pupils should commence school in the September following their fourth birthday.
- 6.4 If you would like to discuss this further, please contact the Head Teacher.

7 Admission of children outside their normal age group

- 7.1 In exceptional circumstances parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (i.e. a child born from 1 April to 31 August) may prefer not to send their child to school until the September following their fifth birthday and request that they are admitted out of their normal age group – to reception rather than year 1.
- 7.2 The academy's view is that admitting a child outside their normal age group may be appropriate in exceptional circumstances. The academy will take into account all relevant factors on a case-by-case basis including the parents' views; the Head Teacher's views, information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; whether they may naturally have fallen into a lower age group if it were not for being born prematurely; and any other relevant factors.
- 7.3 When informing a parent of its decision on the year group the child should be admitted to, the academy will set out clearly the reasons for their decision. There is no statutory right of appeal against this decision.
- 7.4 If you would like to discuss this further, please contact the Head Teacher.

8 In Year Admissions

- 8.1 Applications for a place at the academy in Reception after the start of the year, or for any other year group, are processed by the Local Authority's School Admissions Team, who will liaise with the academy. Parents should contact the Admissions Team on 01642 201891. The Admissions Team will then liaise with parents to complete relevant paperwork, and to confirm the offer or give details as to why it has been denied.
- 8.2 Parents are encouraged to contact the academy to make a visit prior to the application.
- 8.3 If a place is offered, parents are asked to contact the academy again so that the relevant paperwork can be completed, and a start date negotiated.
- 8.4 If a place is not available then parents will be advised accordingly and given the right of an appeal.

9 Appeals

- 9.1 Parents have the right to appeal should their child be refused a place at the school/academy of their choice. Kader Academy has an independent Appeals Panel which deals with all appeals, subject to the relevant provisions of the Schools Admissions Code published by the Department for Education.

10 General Information

Allocation to a Year Group

- 10.1 If there is not a place available for a child in their age related year group, the academy will not allocate a place in another year group.

Transport

- 10.2 The academy is not able to offer transport for any child.