



Making a Difference

Phoenix Park Academy



Admissions Policy

Issue No: 1

Issue Date: September 2016

Review Date: September 2017

Author: PH

Staff Responsible: PH

Date Approved by Governors: December 2016



WELLSPRING
ACADEMY TRUST

Admissions Policy

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Human Rights Act 1998
- Schools Standards and Framework Act 1998
- Freedom of Information Act 2000
- Education and Skills Act 2008
- School Information (England) Regulations 2008
- Equality Act 2010
- School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- School Admissions (Appeal Arrangements) (England) Regulations 2012
- School Admissions (Infant Class Sizes) (England) Regulations 2012

The following documentation is also related to this policy:

- School Admissions Code (DfE)
- School Admissions Appeals Code (DfE)

We wish to comply with the School Admissions Code of Practice. Annually we will publish the admission number for this school but there are times when this number will change in line with local authority and government statutory guidance.

We will consider all applications for admission as we are an inclusive school and will admit pupils without reference to general ability or aptitude. We believe we operate a fair and equal admissions policy.

We will consider a child with a statement of special educational needs that names this school although we are not a specialist SEN provision.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To comply with the School Admissions Code of Practice.
- To establish and maintain a fair and open admissions policy.
- To work with other schools and the local authority in order to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body, as the admissions authority, has:

- a duty to consider all applications to this school fairly and openly;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- a named member of SLT with responsibility for Admissions
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal in conjunction with the Link Governor will:

- ensure that all applications are looked at fairly and openly;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the SLT member with responsibility for Admissions

The designated SLT staff for Admissions will:

- work closely with the Heads of Centre;
- ensure that this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- make effective use of relevant research and information to improve this policy;
- annually report to the Governing Body on the success and development of this policy;
- in the event of over-subscription administer the following criteria

Admissions Criteria

Admission to this school shall be determined by the criteria set out below, which are listed in order of priority:-

1. Children who have been referred through the Local Authority BAC process through challenging behaviour and/or at risk of exclusion, including permanent exclusion.
2. Children who are looked after by the Local Authority and have gone through the BAC process
3. In the event of over-subscription from within the school's designation admissions made for children recommended for admission on medical grounds, supported by a Medical Officer or psychological or special educational needs reasons. These must be confirmed by the Local Authority's professional advisers.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- apply by using the appropriate application form;
- be aware of the deadline for admission applications;
- be aware of their right of appeal if their application is unsuccessful.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
 - meetings with school personnel
 - communications with home such as termly newsletters
 - reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Training

Training will be provided by an accredited trainer for the Headteacher and all members of the senior leadership team, the school bursar and the nominated governor that deals with:

- Admissions
- Admission & Attendance Registers
- Equality
- Inclusion

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)