

Altus Education Partnership

**Edgar Wood Academy
Admissions Policy 2022/23**

Approval Body	Trust Board
Date of Approval	February 2021

Policy Ethos

This policy reflects the aim of the Altus Education Partnership (AEP) to build a sense of pride in the academy, in the community and in Britain. This aim is reflected in the academy's admissions policy which ensures that the academy is fully representative of the local community. The 11-16 academy is non-denominational and co-educational with 6 forms of entry to meet the local need for new school places and support the local authority to meet its statutory duty to provide a school place for every child. As an Academy, the Academy Trust (AEP) is the Admissions Authority and is responsible for taking decisions on applications for admissions. The Trust will use the local authority's co-ordinated admissions scheme as the administrative means of admission to the academy.

In the first year of opening 2021, the school will admit only to year 7. In the second year of opening the school will comprise year 8 and year 7. In the third year, years 9, 8 and 7. And so on until 2026 when all years (7,8,9,10 and 11) will be populated.

In-Year Transfers

Parents/Carers who would like their child to transfer to Edgar Wood Academy from another secondary school must complete an In-Year Transfer Application Form and return this to the School Admissions Team at Rochdale Local Authority. If places are available, children qualifying under the published admissions criteria will be admitted. If there are more applicants than places available, then the published oversubscription criteria listed below will be applied.

The Policy

- The Edgar Wood Academy (EWA) has an admission number of 180 pupils for entry in year 7
- The academy will accordingly admit at least 180 Year 7 pupils each year if sufficient applications are received
- All applicants will be admitted if there are 180 or fewer applications
- If there are more than 180 applications the following oversubscription criteria will apply in the following order:
 1. Any pupils with an Education, Health and Care plan naming the school or Statement of Special Educational Need.
Where pupils have a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) naming Edgar Wood Academy the Trust has a statutory duty to admit those pupils. This means that children with such a Statement or EHCP will be allocated a place before any other places are allocated.
 2. Looked after children and previously looked after children.
This criterion shall apply to children who are in public care ("Looked After" children as defined by section 22(1) of the Children Act 1989), or who were previously looked after, but became subject to a child arrangement order or special guardianship order.

3. Children with exceptional medical needs or exceptional welfare considerations which are directly relevant to Edgar Wood academy.
Exceptional medical needs must be supported at the same time of application by a letter from a GP, hospital consultant or other medical professional indicating how a pupil's medical condition relates to the preference for Edgar Wood Academy. Exceptional Welfare consideration (such as children at risk) must be supported at the same time of the application by a letter from a supporting agency (e.g. Social Worker, Family Support Worker) indicating how the circumstances relate to Edgar Wood Academy.
4. Children with an older sibling at Edgar Wood academy at the time of admission. You may only claim this priority if your child has an older sibling who will be in attendance at the school in September 2022.
A sibling is defined as a brother or sister, or step-brother or step-sister living at the same address as the child for whom the application is being made and who are in attendance at the school at the start of the academic year for which admission is being sought. Sibling priority will not be given where the brother/sister or stepbrother or stepsister lives at a different address to the child for whom the application is being made. No sibling priority is given to cousins, regardless of their address.
5. Children eligible for the service premium.
Children eligible for admission under this priority are those where:
 - *one of their parents is serving in the regular armed forces.*
 - *they have been registered as a 'service child' in the school census at any point since 2011.*
 - *one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.*
 - *pupils with a parent who is on full commitment as part of the full time reserve service.*
6. Children of staff at the school.
It is anticipated that this will account for a very small number of places offered and will be reviewed annually by the Governing Body. The member of staff must have been employed at the school for two or more years at the time at which the application for admission is made, and/or the member of staff is required to fill a vacant post for which there is a demonstrable skill shortage.
7. Children living nearest to the school.
Distance will be measured using the shortest walking route from the front door of the child's home address (including flats) to the front gates of the Academy, using GPS coordinates of the property from the Ordnance Survey AddressBase database. Shortest walking distances are calculated using the address supplied on your Local Authority admission form which must be the child's permanent place of residence.

No other address will be used in this calculation. From the provided address we obtain the GPS coordinates of the property from the Ordnance Survey AddressBase database. Using these coordinates, we obtain the distance of the shortest walking route to the front gates of the Academy to 3 decimal places using Google Maps APL. If for any reason there is a significant difference in the distance between your property's GPS coordinates and the Google Maps start point, then the Academy will check the reason for this discrepancy and deal with it accordingly and fairly. The Academy does not recognise any cut-through or shortcut not mapped by Google Maps.

8. Other children.

Tie-breaks

Proximity to the academy will first be applied if the school is oversubscribed in criteria above with those living closest to the academy having priority for admission. Applicants living nearest to the school will be given priority. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. For random allocation the children's names go into a hat (metaphorically) and the first ones drawn out by someone unconnected with the school get in. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN.

Admission of children outside their normal age group

Please note, admission is an annual process and entry cannot be deferred until the next academic year. Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

- With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request
- Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:
 - 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.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

Waiting lists

- Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until 31 December of each school year of admission.
- This waiting list will be maintained by the Academy 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
- Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria
- The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals

- All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code
- If an application for admission or an In-year transfer request has been turned down by the Local Academy Council, parents/carers can appeal to an Independent Appeals Panel. This appeal must be made in writing to Rochdale Local Authority Legal Services Team within 20 school days of notification of refusal. The date of notification of the appeal date will be shared with you and a decision following the appeal should be advised within two working days after posting by first class post. The decision of the appeals panel is binding on all parties.
- Information on the timetable for the appeals process is on our website at www.Edgarwood.org

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Tel: 0300 303 0340
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RMBC Legal Services Team
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Important Information for applicants

It is the responsibility of all applicants to state clearly any specific details which relate to any of the above admission criteria. The information should be included on the application form which should be fully completed before submission.

Children living in other authorities outside of Rochdale must apply to their own Council and name Edgar Wood Academy, Rochdale as one of their preferences.