ADMISSIONS POLICY 2022/23

Date of last review:	September 2020	**Review period**	1 year
Owner:	Ocean Academy	**Ratified**	SCDB

Ocean Academy Poole Admissions Policy

The following information is for admissions for the academic year 2022/2023

THE ADMISSION OF STUDENTS TO OCEAN ACADEMY POOLE

This policy sets out the admission arrangements for Ocean Academy Poole. The Academy will comply with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and academies, and with the law on admissions as it applies to publicly funded schools. Reference in the codes to admission authorities shall be deemed to be references to the South Coast District Board - governing body of the Academy. In particular, the Academy will take part in the Admissions Forum set up by the LA as appropriate and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA, including the local Fair Access Protocol.

Notwithstanding these arrangements, the Secretary of State may direct the Academy to admit a named pupil to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

The admission arrangements for the Academy for the year 2022/2023 and, subject to any changes approved by the Secretary of State, for subsequent years are:

a. The Academy has agreed an admission number of 90 pupils per year group. The Academy will accordingly admit 90 pupils into Year 3 each year if sufficient applications are received.

Admission arrangements

The Academy Governors have agreed to admit 90 pupils to all year groups. These arrangements and the admissions criteria (below) are reviewed annually. When there are more applications than there are places available in Year 3 classes, after the admission of students with an Education, Health and Care Plan where the Academy is named on the plan, the following criteria will be applied to determine those children that will be offered places. Pupils with an Education, Health and Care Plan issued by a local authority naming a specific school where a pupil should receive his/her education will be admitted to the Academy before preferences are considered for admission in September.

The criteria are listed in priority order:

Year 3

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (Note 1a)
2. Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted (Note 1b)
3. Children with a sibling attending the school in the academic year of admission (Note 2)

4. Children of staff at the school:

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 is made
or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. Children who have the shortest distance between home and Ocean Academy Poole measured by shortest safe walking distance (Note 3)

Tie break

If the Academy is oversubscribed in any of the categories 1, 2, 3 and 4 above, pupils who live closest to the Academy will be given priority. If there are insufficient places to accommodate all applicants and the distance criterion is used, the school will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will have no involvement in the school admissions process

NOTES

1. ***Looked After Children (LAC)***
   a. *A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.*
   b. *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*

2. ***Siblings***

Priority will be given to those who have a brother or sister attending Ocean Academy Poole at the time of admission but not application. This means that there will be no sibling connection for admission purposes for applicants for entry to Reception or Year 3 if they have a brother or sister in Year 6 at the time of application.

The definition of a brother or sister is:

- *A brother or sister sharing the same parents*
- *Half-brother or half-sister, where two children share one common parent*
- *Step-brother or step-sister, where two children are related by a parent's marriage*
- *Adopted or foster children*

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the Academy will offer both twins, all triplets or children of multiple birth a place even if this means going over the published admission's number.

Distance

The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycle ways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement. The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points, i) Geocoded home address point -to- ii) Centre of nearest road/footpath -to- iii) Nearest approved school access point that is for use by pupils. All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time

will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

For applicants living on islands or residing permanently on a boat within Poole harbour, the distance measurement will be a straight line from the geocoded home address point to either 1. the nearest public landing steps at Poole Quay, or 2. a point on the mainland that the applicant proves to the satisfaction of the admission authority that he/she can access. The total distance measured is a combination of 3 measurements using 4 points: i) Geocoded home address point -to- ii) Public landing steps or other approved access point on the mainland -to- iii) Centre of nearest road/footpath -to- iv) Nearest approved school access point that is for use by pupils.

If an applicant advises the admission authority that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

If there are insufficient places to accommodate all applicants and the distance criterion is used, the school will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will have no involvement in the school admissions process.

Home Address

The home address where a child lives is considered to be a residential property that is the child's main or only address during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admission authority what evidence is required (evidence may include, but is not limited to, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

Applications from separated Parents/Carers

Only one application can be considered for each child. Where parents/carers are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. Where a child spends part of their week with one parent and part with the other, only one address can be used. This must be the address at which the child spends most of their time during term time. Applicants can be asked to provide additional evidence in order to verify addresses and/or other details provided. It is at the discretion of the admission authority what evidence is required (evidence may include, but is not limited to, Child Benefit, GP registration, evidence of home ownership/tenancy etc.). The final decision on the home address of a child will be made by the admission authority. If any information supplied by an applicant is judged by the admission authority to be fraudulent or intentionally misleading, the admission authority may refuse to offer a place, or if already offered, may withdraw the offer.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place. An offer of a place can be withdrawn even after the child has started at the Academy.

Waiting List

Parents / Carers whose applications have not been successful, the children's names be automatically placed on the waiting list for one academic year. The waiting list is ranked using the over subscription criteria above applied in the order set out. If and when further places become available (for example because a family with a child at the Academy or to whom a place has been offered moves away), these are offered to children at the top of the list. It should be noted that children can be added to or removed from the waiting list at any time (for example because a family moves to the area) with the result that the ranking of a child already on the list may move up or down.

Pupils with Disabilities

Children with disabilities will be treated no less favourably than other applicants for admission. Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equalities Act 2010 (amended). Ocean Academy Poole will make reasonable adjustments to ensure that pupils with disabilities are not placed at a substantial disadvantage in accordance with the Disability Rights Commission Code of Practice.

Late Applications

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

Admission of children outside their normal age group

The Academy will consider any request for a child to be admitted in a year group outside of their normal age group individually, with regard to the individual circumstances of that child. Parents should submit a written request for consideration to the Principal at Ocean Academy.

Independent Admissions Appeal Committee

Parents who are not offered a place for their child are entitled to an appeal constituted and operated in accordance with the School Admissions Appeals Code. Parents wishing to appeal in these circumstances should complete an appeal form available from the Academy. The form should be sent to the Clerk to the Appeal Committee, via the Academy, within 20 school working days from the notification of the decision not to admit.

In Year Admissions

The above criteria will be applied if in-year vacancies arise during the school year and there are more applicants than places.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

Ocean Academy Poole will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

The Consultation Period will follow the procedures laid out in the School Admissions Code.

The Academy will consult:

a) Parents of children between the ages of seven and eleven years
b) Other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions
c) All other admission authorities for primary and secondary schools located within the relevant area
d) The local authority
e) Any adjoining neighbouring local authorities where the admission authority is the local authority. For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Determination and publication of admission arrangements

Ocean Academy Poole will determine its admission arrangements every year, even if they have not changed from previous years, by 28 February.

Publication of admission arrangements

Ocean Academy Poole will notify the appropriate bodies and publish a copy of the determined arrangements on the Academy website for the whole offer year (the academic year in which offers for places are made). The Academy will also send a copy of the full, determined arrangements to the Local Authority before 15 March.

Representations about admission arrangements

Where any of those bodies that were consulted, or that should have been consulted, make representations to the Academy about its admission arrangements, the Academy will consider such representations before determining the admission arrangements. Where the Academy has determined its admission arrangements and notified all those bodies whom it has consulted, anyone who objects to the Academy's admission arrangements can make an objection to the Schools Adjudicator. The Schools Adjudicator will consider the representation and in so doing will consult the Academy. The Academy will provide all the information that the local authority needs to compile the composite prospectus no later than 8th August, unless agreed otherwise. Those consulted have the right to ask the Academy to increase its proposed Published Admissions Number for any year. Where such a request is made, but agreement cannot be reached locally, they may ask the Secretary of State to direct the Academy to increase its proposed Published Admissions Number. The Secretary of State will consult the Academy and will then determine the Published Admission Number. In addition to the provisions above, the Schools Adjudicator may direct changes to the Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed Published Admissions Number.

Proposed changes to admission arrangements by the Academy after arrangements have been published

Once the admission arrangements have been determined for a particular year and published, the Academy will propose changes only if there is a major change of circumstances. In such cases, the Academy must notify those consulted under paragraph 16 above of the proposed variation and must then apply to the Schools Adjudicator setting out:

a) the proposed changes
b) reasons for wishing to make such changes
c) any comments or objections from those entitled to object

Records of applications and admissions shall be kept by the Academy for a minimum period of one year and shall be open for inspection by the Secretary of State.