



# **Summer Park Multi Academy Trust**

## **Admissions Policy**

**2019 - 2020**

# Admission Policy for Summer Park Multi Academy Trust

## Statement of intent

At Summer Park Multi Academy Trust we welcome all pupils, irrespective of faiths, cultures, disabilities, race or family background. The Trust board is the admissions authority but will comply with the provisions laid out by the Department of Education – “Admissions Code of Practice “(December 2014), Equalities Act 2010, the School Admissions Appeals Code 2012, Human Rights Act 1998 and the School Standards and Framework Act 1998. The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

## Admission number for Summerhill Primary Academy 2019 /20

REC	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
120	120	120	120	120	120	120

## Admission number for Jubilee Park Academy 2019 /20

REC	YR 1	YR 2	YR 3	YR 4	YR 5	YR 6
30	30	30	30	30	30	30

## Oversubscription criteria

In the event of Summerhill Primary Academy or Jubilee Park Academy being oversubscribed with school requests, the following order of priorities will apply to determine which applications will be offered a place:

- Children who are in public care and children who were previously in public care but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
- Children with siblings who currently attend the school (not former pupils) with the exception of nursery (sibling is brother / sister / stepbrother or stepsister who reside permanently at the same address).
- Children of any member of staff, providing that the staff member has been employed by either Summerhill Primary Academy or Jubilee Park Academy for two or more years at the time at which the application for admission is made.
- Children with a particular medical condition. Applications submitted under this criterion must be accompanied by a full medical report giving details of their specific needs.

- Children prioritised by distance - Priority will be given to applications to those pupils that live the nearest to Jubilee Park Academy or Summerhill Primary Academy. As part of the Local Authorities coordination responsibilities for annual admissions, they will undertake measurements on behalf of the Trust and will use the Local Land and Property Gazetteer address base for the applicant's property. Distance for Jubilee Park Academy will be measured in a straight line from a child's home to the front entrance of the school and for Summerhill Primary Academy the distance will be measured in a straight line from a child's home to the centre point of the school site.

## **Applying for a School Place**

### **Nursery**

Summer Park Multi Academy Trust has provision for 3 year olds. A separate form should be completed which can be obtained direct from the Academy.

### **Reception**

Pupils wishing to join our Reception at the start of an Academic year need to apply online ([www.sandwell.gov.uk](http://www.sandwell.gov.uk)) via Sandwell Admissions team, the national closing date to apply for a Reception place in September 2020, will be 15 January 2020. If you are requesting a Reception place in year then the application will need to be made directly to either Jubilee Park Academy or Summerhill Primary Academy. Application forms can be obtained directly from either of the Academies or alternatively they can be obtained from the Academy's website.

### **Other year groups and in year transfer:**

When applying for a place within the Trust – the following documentation will be required:

- Fully completed application form
- Proof of identity (birth certificate or passport)
- Proof of address

## **Applications for Twins and multiple births**

It is the policy of the Trust that when applications are made for Summerhill Primary Academy for twins or siblings that are in the same year group the pupils will not, if possible, be permitted to be in the same class – they will be allocated separate classes.

## **Applications for pupils with a medical condition:**

The Trust will accept pupils with medical conditions. The Academy will need all the relevant information regarding the pupils condition and in some cases a care plan will be required before the pupil can be admitted. There may be some cases that the Academy is unable to meet the needs of a pupil in these cases the Academy may refuse the request for a school place.

## **In Year Fair Access Protocol (HTP protocol for Sandwell):**

The Trust will participate in the above protocol – however, we will only accept up to a maximum of 0.5% of pupil population for list 1 and 1% of pupil population for list 2 pupils in an Academic year and pupils where we feel that we can meet the needs of the individual pupils.

## **Pupils with Statements or EHC plans:**

We will accept pupils with statement / EHC plans providing that the Academy feels that we can meet the pupils needs as set out in the EHCP or statement of SEN. Pupils with EHCP / statement should contact Sandwell's SEN team who will then process this request on the family's behalf. SEN will then request a place at the Academy giving the school a copy of the statement / EHC plan and a deadline by which the Academy needs to respond by. Children with an Education Healthcare Plan / Statement naming either Academy will be admitted before all other applicants.

## **Admission of children outside their normal age group:**

Parents may seek a place for their child outside of 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 may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents will need to make this request the same year that the child is due to apply to start in Reception. They must state the reasons for their request and the benefits this will have for their child.

The MAT will then make its decision based on:

- Taking account of the views of the parent;
- 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;
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The MAT will also consider the views of the Head Teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to the MAT will set out the reasons for their decision.

### **Fraudulent applications**

If the Trust is advised that a place has been allocated to a pupil by using fraudulent information, then the Trust has the right to withdraw the offer of a place.

### **Right to appeal**

Parents have the right to appeal against the Trusts decision to refuse an admission. Summer Park MAT will set out the reasons for the decision and that there is a right of appeal.

Parents who want to appeal against the decision not to offer their child a place at either of the Schools within the MAT must appeal directly to the School they have applied for, not through the Admission Team. In the appeal letter parents must set out their grounds for appeal. Appeals should be addressed in writing to the Admissions Officer at the school within 20 school days of receiving the decision letter from the Admissions Team. The envelope should be clearly marked "Admission Appeal".

Summer Park MAT will establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where the panel upholds the appeal the chosen school is required to admit the pupil.

When Summer Park MAT informs a parent of a decision to refuse their child a place at the school, it will include:

- The reason why admission was refused
- Information about the right to appeal

- The contact details for making an appeal

### **Withdrawing an offer or a place**

Summer Park MAT will withdraw an offer if:

- It has been offered in error
- A parent has not responded within a reasonable period of time (the parent will be notified that the offer may be withdrawn and given an opportunity to respond and explain).
- On more than two occasions parents fail to attend the induction meeting or reintegration meeting.
- It is established that the offer was obtained through fraudulent or intentionally misleading information on the pupil's application.

Summer Park MAT will not withdraw a place once a child has started at any of the schools, except where that was fraudulently obtained.

### **Waiting list**

If Summer Park MAT is oversubscribed, it will maintain a clear, fair and objective waiting list. Priority will continue to be based upon the oversubscription criteria.

Priority will not be given to children based on the date their application was received or their name was added to the list.

### **Children of UK service personnel (UK Armed Forces).**

For families of service personnel with a confirmed posting to this area, Summer Park MAT will:

- Allocate a place in advance, if accompanied by an official Government letter which declares a relocation date and a Unit postal address or quartering area address for considering the application against the oversubscription criteria.
- Summer Park MAT will treat applications for children coming from overseas in accordance with the European Union law or Home Office rules for non-European Economic Area nationals.

### **In Year applications:**

Summer Park MAT will, on receipt of an in-year application:

- Allocate a place if one is available.

- If a place is not available, add the child to the waiting list and consider the application against the oversubscription criteria.
- Inform parents of their right to appeal against the refusal of a place
- Notify the local authority of both the application and its outcomes, to allow the local authority to keep up to date figure on the availability of places in the area.
- Children with challenging behaviour – summer Park Mat will not refuse to admit children in the normal admission round on the basis of their poor behaviour elsewhere except where the child has been permanently excluded from two or more schools.
- Summer Park MAT will participate in the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly. However, there is not duty for Summer Park MAT or other admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.
- Where the governing body does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the area “In Year Fair Access panel”. A fair access referral is only appropriate when the school is able to demonstrate a high proportion of children with challenging behaviour already on roll. Any school within Summer Park Mat will reserve the right to refuse a pupil with behavioural needs if it feels the school cannot meet the needs of the pupil / or they feel this pupil would put the other pupils or staff at risk of injury.

Some admissions authorities use other criteria when allocating places. For the purposes of clarity, Summer Park Multi Academy Trust does not allocate places on the basis of faith, ability or aptitude.

### **Human Rights Act 1998:**

The Human Rights Act 1998 confers a right of access to education. This right does not, however, extend to securing a place at a particular school. Summer Park MAT will consider parents’ reasons for expressing a preference when making admission decisions, though this may not necessarily result in the allocation of a place.

### **The admissions timeline:**

Annual admissions for September will be processed by the Local Authority, but places will be allocated in accordance with MAT admissions criteria. In year admissions will be considered by the MAT Admissions Officer.

Anyone who considers that Summer Park MAT arrangements are unlawful can make an object to the Schools Adjudication. Objections must be referred to the Adjudicator by 15 May in the determination year. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator:  
<http://www.schoolsadjudicator.gov.uk>