

Approved Admission Arrangements for the New Rickstones Academy, Witham, Essex.

1. This document sets out the admission arrangements for the New Rickstones Academy in accordance with Annex 2 to the Funding Agreement between the New Rickstones Academy and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State. Obligations in this document are to be treated as if imposed by the Funding Agreement.
2. Notwithstanding these arrangements, the Secretary of State may direct the New Rickstones Academy to admit a named student to the New Rickstones Academy on application from a LA. Before doing so the Secretary of State will consult the Academy.

I: ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

Arrangements for admission to 11-16 Provision

3. The admission arrangements for the New Rickstones Academy for the year 2011/2012 and, subject to any changes approved or required by the Secretary of State, for subsequent years are:
 - a) The New Rickstones Academy has an agreed admission number of 180 students. The New Rickstones Academy will accordingly admit at least 180 students in the relevant age group each year if sufficient applications are received.
 - b) The New Rickstones Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the New Rickstones Academy will consult those listed at paragraphs 18-19 below. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

4. Applications for places at the Academy will be made in accordance with Essex LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the applicant's home LA. The New Rickstones Academy will use the following indicative timetable for applications each year (exact dates within the months may vary from year to year) which, whenever possible, will fit in with the common timetable agreed by the Essex Admissions Forum or LA.
 - a) By September - The New Rickstones Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2010 for admission in September 2011). This will include details of open evenings and other opportunities for prospective students and their parents to visit the school. The New Rickstones

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Academy will also provide information to the LA for inclusion in the composite prospectus, as required;

- b) September/October – The New Rickstones Academy will provide opportunities for parents to visit the Academy;
- c) October – CAF to be completed and returned to the Essex LA to administer;
- d) Essex LA sends full details of applicants and their applications to Academy electronically;
- e) Academy sends list of students to be offered places to Essex LA;
- f) February – Essex LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents; and
- g) 1st March offers made to parents.

Consideration of applications

5. The New Rickstones Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the New Rickstones Academy will offer places to all those who have applied when it has not been possible for the LA to offer a higher preference.

Procedures where the New Rickstones Academy is oversubscribed

6. All students with statements of Special Educational Needs (when the New Rickstones Academy is named on the statement) and all looked after children who apply who are in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989 will be admitted. (A letter from the responsible local authority confirming the young person's status must be provided.) Both categories will be counted against the PAN.

7. Where the total number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs and looked after children the criteria will be applied in the order in which they are set out below:

- a) admission of students whose siblings currently attend the school at the closing date for applications, with a reasonable expectation that the older child will still be at the school at the time the younger child is admitted. (Note: A sibling is defined as a child living in the same family unit in the same family household and address as a child who attends the New Rickstones Academy in any year group excluding the final year. The final year for this purpose will be Year 13 or Year 11 if the sibling is not staying on to Sixth Form. This includes brothers, sisters, stepbrothers and stepsisters. In addition, biological siblings who attend the New Rickstones Academy will be treated as siblings irrespective of place of residence.);

- b) young people who have a serious medical or social need, or physical or psychological condition which makes it essential that they attend the New Rickstones Academy rather than any other school. Documented social, medical or psychological evidence must be provided in support from an appropriate independent registered professional such as a social worker, hospital consultant, GP or health visitor at the time of the original application, and must set out why the Academy is the only school that can meet the young person's needs or circumstances; and
- c) admission of students on the basis of proximity to the school using straight line measurement from the main entrance of the Academy to the main entrance to the child's home. This principle will also be used as a tie-breaker when the planned admissions number is reached within one of the earlier criteria. (In the event that a tie-break situation occurs for the distance criteria, names will be randomly selected).

Operation of waiting lists

8. Subject to any provisions regarding waiting lists in the Essex LA's co-ordinated admission scheme, the New Rickstones Academy will operate a waiting list. Where in any year the New Rickstones Academy receives more applications for places than there are places available, a waiting list will operate. The list will be maintained and applications considered whenever vacancies arise throughout the year ending 31/08/2012. This will be maintained by the New Rickstones 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.

9. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for admission to post 16 provision

10. The Academy will have an admissions number in Year 12 of 100 minus any students eligible to transfer from the Academy's own Year 11. All internal applicants who meet the criteria will be admitted to the 6th form, even if this number is greater than the planned admissions number of 100 students per year. If 100 or more students are eligible to transfer from the Academy's Year 11 no external students will be admitted.

The New Rickstones Academy will publish specific criteria in relation to minimum entrance requirements for the 6th form as a whole based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers and will be subject to consultation with those in paragraphs 18-19 below. The academic entry criteria will be published in the autumn immediately preceding the year of admissions (that is Autumn 2010) for September 2011 admissions.

Where there are more eligible external applicants for any available 6th form places than places available, the oversubscription criteria in paragraph 7 above will be applied to determine who is admitted.

11. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants and those refused progression from the Academy's Year 11.

Arrangements for admitting students to other year groups, including to replace any students who have left the New Rickstones Academy

12. Subject to any provisions in the Essex LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 7 shall apply. Parents whose application is turned down are entitled to appeal. The Academy will not consider fresh applications in the same academic year unless there is a significant and material change of circumstances relative to a fresh application.

13. The New Rickstones Academy will participate in Essex LA's In Year Fair Access Protocol.

Arrangements for admission of students as the Rickstones Academy builds to its full capacity

14. The New Rickstones Academy opened on 1 September 2008 with a Published Admission Number relating solely to students in Year 7 and, where relevant, Year 12. Students in subsequent Years transferred automatically from the predecessor school, The Rickstones School, which closed on 31 August 2008.

15. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the New Rickstones Academy and the efficient use of resources.

16. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

17. The New Rickstones Academy will keep under review the potential benefits of operating banding as one of its future oversubscription criteria, and consult with those listed in paragraph 18 as appropriate during the annual determination of admissions arrangements and publish any details of banding arrangements in their published admissions policy. Any decision to operate banding will require the approval of the Secretary of State for Education.

II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

18. The New Rickstones Academy will consult by 1 March each year on its proposed admission arrangements:

- a) Essex LA;
- b) The Admission Forum for Essex LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation; and
- e) Affected admission authorities in neighbouring LA areas.

Publication of admission arrangements

19. The New Rickstones Academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to primary and secondary schools in Essex LA;
- b) copies being sent to the offices of Essex LA;
- c) copies being made available without charge on request from the Academy; and
- d) copies being sent to public libraries in the area of Essex LA for the purposes of being made available at such libraries for reference by parents and other persons.

20. The published arrangements will set out:

- a) the name and address of the Academy and contact details;
- b) a summary of the admissions policy, including oversubscription criteria;
- c) a statement of any religious affiliation [none];
- d) numbers of places and applications for those places in the previous year; and
- e) arrangements for hearing appeals.