



## **Longsands Academy - Admissions Policy for September 2018**

The Trust Board of The St Neots Learning Partnership is the Admissions Authority for the Academy.

The Trust Board welcomes applications from all students and strives to provide the highest standard of education commensurate with each student's age, interests and abilities.

In conjunction with Cambridgeshire Local Authority (LA), the Trust Board has determined that the physical accommodation and facilities of its campus allow for 290 students to be admitted to each new Year 7 cohort. This figure is the Published Admission Number (PAN). In exceptional circumstances, the Academy may make an adjustment to the Published Admission Number (PAN) to accommodate a particular year 7 cohort. No variation to a cohort's PAN can be made once the Trust Board has established it.

### **Admission Arrangements for a Future Year 7 Cohort**

The LA administers the process of admission to Year 7. Parents are advised to consult the LA produced guide which contains relevant dates and deadlines and the required application form. The Trust Board authorises the LA to offer places to students up to the published admission number (PAN) or agreed variation to it (see above). The Trust Board authorises the LA to treat all application preferences equally.

Longsands Academy accepts that individual family circumstances may mean that, on occasion, it might not be the first choice school. When determining the allocation of places, all preferences expressed will be treated equally. Also, interviews for the purpose of admission are not lawful and, therefore, are not part of the admissions process.

### **Oversubscription Criteria**

Children who have a Statement of Special Educational Needs that names the Academy will be admitted. Those children with a Statement of Special Educational Needs, Health and Care Plan that does not name the school will be referred to Statutory Assessment Team (S.A.T) to determine an appropriate place.

In the event of the number of applications exceeding the PAN, the criteria that follow will be used to determine the allocation of places.

Children who:

1. are children in care, also known as Looked After Children (LAC), and children who were looked after but ceased to be so by reason of adoption, a residence order or special guardianship order;
2. are applying for a Year 7 place for the next academic year and have the established attendance of a sibling at the Academy;
3. are the children of staff who have been employed at the Academy for two or more years at the time of application or have been recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. live in the catchment areas of the following village primary schools: Great Paxton, Great Staughton, Little Paxton, Newton School, Barnabas Oley, Kimbolton Primary Academy and students who live within the village of Hail Weston;
5. live in the catchment areas of the following St Neots primary schools: Crosshall Junior, Priory Junior and the Round House Primary School;
6. attend one of the catchment schools named in 4 above;
7. attend one of the catchment schools named in 5 above;
8. are applying for a place in an existing year group and have the established attendance of a sibling at the Academy;
9. live outside the areas defined by 4 and 5 above.

As a tiebreaker in any category, children living nearest the Academy, measured by the shortest straight line distance<sup>1</sup>, would have the highest priority.

Parents and other interested parties are advised to contact Cambridgeshire LA for further detail regarding the catchment areas of the primary schools identified above.

### **Admission Arrangements for Existing Year Groups**

To apply for a place after the start of the school year, or for any other year group, please contact the LA Admissions Team for an application form by contacting the In-Year Admissions Team on 0345 045 1370 or by email to [admissions@cambridgeshire.gov.uk](mailto:admissions@cambridgeshire.gov.uk).

The application form must be returned to the LA Admissions Team who will then contact your preferred schools to determine the availability of a school place. The Admissions Team will then write to you to confirm the details of the school at which a place is to be offered and, where appropriate, a suitable start date.

Where the Admissions Team is unable to meet any preferences expressed a place will be offered at the next nearest alternative school with places available.

### **Reserve Lists**

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<sup>1</sup> Straight line distance is measured from the reference point of the home to the Academy Reception entrance doors.

When an application is refused, the child's details are automatically placed on a reserve list for the year group, ranked according to the oversubscription criteria. For transfer to secondary school, the LA Admissions Team holds a reserve list on behalf of the Trust Board until the end of the autumn term in the initial year of intake. When in-year applications are received, children's details will be held on the reserve list for a period of one term following the term for which the place was refused.

Parents will be contacted immediately if a place becomes available for their child, but should be aware that their child's place on a reserve list may change if an application is subsequently received that meets a higher criterion than their own.

### **Appeals and Reserve List**

As Admissions Authority, the Trust Board of the St Neots Learning Partnership are responsible for ensuring an appropriate Appeals mechanism and, if required, a properly administered Reserve List.

In the event of an unsuccessful application, applicants have the right to appeal to an independent Appeals Committee. To ensure this requirement is fulfilled, the Trust Board have invited Cambridgeshire LA (Admissions) to administer any such request. Unsuccessful applicants who wish to appeal should contact Cambridgeshire LA (Admissions).

Should applications be received to an Academy year group that exceeds the PAN, a Reserve List will be established. Positions on that reserve list will be determined by the extent applicants meet the "Oversubscription Criteria". Any reserve list generated by over-subscription to a new year 7 will remain active until the end of the Autumn term after year 7 admission. The Trust Board have requested that all reserve lists be administered by Cambridgeshire LA (Admissions).

### **The role of the Trust Board in monitoring this policy**

The Trust Board is responsible for establishing this policy and its subsequent review.

The Trust Board is required to formally review and determine the PAN for the next Year 7 intake and the 6<sup>th</sup> Form arrangements annually. It is at this review that any request and/or suggestion to vary the PAN will be considered.

### **Definitions applicable to this policy as agreed by the Trust Board on behalf of Longsands Academy**

#### **Siblings**

Sibling is defined as a child of compulsory school age, or at least one student who attends Longsands Academy 6<sup>th</sup> Form, living in the same family home at the time of application.

#### **Parent**

A person who is either the child's natural parent, or who has parental responsibility for the child.

#### **Looked After Children**

Children who are in public care.

**Home Address**

The address used for the purpose of admission is the home address at the time of the application.

Where children spend time with parents at more than one address, the address used to allocate a school place will be the one at which the pupil spends the majority of school nights (Sunday to Thursday). Where children spend equal amounts of school nights with both parents, the address used will be the one most advantageous to the application.

Applications based on future addresses can only be considered up to 6 teaching weeks before the child is expected to take up the place and upon confirmation of tenancy or exchange of contracts.