

# St Anne's Academy

## Admissions Policy September 2018

<b>Reviewed and approved by</b>	<b>Endorsed by (if appropriate)</b>	<b>Date of next review</b>
Admissions Committee 17 November 2015	Governing Board 8 December 2015	Autumn 2016
Admissions Committee 23 November 2016	Governing Board 6 December 2016	Autumn 2017

# Admissions Policy

## Academy Mission Statement

### **Faith**

*We keep Christian values at the centre of everything we do.*

### **Ambition**

*We strive to achieve our best.*

### **Multicultural**

*We strive to be accepting and supportive of all students and staff and value each and every individual.*

### **Independence**

*To take responsibility for our own learning.*

### **Lifelong Learners**

*Developing knowledge and skillset in preparation for life as a global citizen.*

### **Your Future**

*Nurturing self-esteem to equip individuals with the skills and values for a successful future.*

The Academy Mission Statement was created by Academy Student Leadership Representatives in November 2015.

This policy, and its associated procedures and protocols, is based on these key principles.

# Admissions Policy

## Admissions Authority

St Anne's Academy is a Church of England Academy in the Diocese of Manchester which teaches boys and girls aged 11 to 18 years.

The Governing Board is the Admission Authority for the Academy and is responsible for taking decisions on applications for Admissions in accordance with the School Admissions Code. The co-ordination of Admissions arrangements is undertaken by Rochdale Metropolitan Borough Council.

## Published Admissions Number [PAN]

The Governing Board has set its Admissions number for admission to Year 7 in September 2018 at 150.

All students of admission age are eligible for admission into Year 7 without reference to ability and aptitude. If no more than 150 applications are received for Year 7 Admissions in September 2018, the Academy will offer places to all those who have applied.

The Academy will admit all children having a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) in which the Academy is named.

## Oversubscription criteria

When the number of applicants for admission to Year 7 exceeds the number of remaining places available (after the admission of children with a Statement of Special Educational Needs or EHCP naming the Academy) places will be allocated in accordance with the following oversubscription criteria. These should be read together with the notes below and will be applied in the order of priority shown:

1. Looked After Children and previously Looked After Children. (A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their Social Services functions, at the time of making an application to a school. Previously Looked After Children are children who were Looked After, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children whose medical or social circumstances mean that their needs can only be met at this school.
3. Children whose parents/carers live in the Heywood and Middleton Deanery or the Rochdale Deanery and who will have a sibling attending the Academy at the date of admission.
4. Children whose families are regular worshippers in an Anglican Church or other Christian Church which is a member of Churches Together in Britain and Ireland. Only 30 places are available under this criterion. If more than 30 applications are received which meet this criterion, priority will be given to those who live closest to the Academy using a straight line measurement from the main entrance of the Academy to the child's home.

5. Children whose parents/carers live in the Heywood and Middleton Deanery or the Rochdale Deanery, with priority given to those who live closest to the Academy using a straight line measurement from the main entrance of the Academy to the child's home.
6. Any other children, with priority given to those who live closest to the Academy using a straight line measurement from the main entrance of the Academy to the child's home.

## Notes

1. Where admission is sought under exceptional medical or social circumstances criteria, professional supporting evidence, e.g. from a doctor, psychologist or social worker, is essential. Such evidence must set out the particular reasons why the Academy is the only suitable school to meet the needs of the child and the difficulties that would be caused if the child had to attend another school.
2. A sibling is defined as a brother or sister and includes step, half, foster and adopted brothers or sisters living at the same address and full brother or sister living apart.
3. Regular attendance means a minimum of fortnightly attendance at church at public worship for at least the year prior to 1<sup>st</sup> September in the year before admission to the Academy. This will be verified through completion of the Supplementary Information Form shown at the end of this Policy.
4. In order to apply for a place at St Anne's Academy, all parents / carers will need to complete the Rochdale Borough Council Secondary School Place Application Form and then submit it to Rochdale Borough Council. Parents / carers who wish to apply under Category 4 for the 30 places available to the children of worshippers in the Anglican or other Christian Church must also complete the Supplementary Information Form at the end of this Policy and then return it direct to the Academy.
5. Where there are more applicants than available places within a category, then distance to the child's 'permanent' home from the main entrance of the Academy in a straight line measured on a map will be used as the final determining factor, nearer addresses having priority over more distant addresses using the criteria adopted by Rochdale Borough Council. The 'permanent' home of the child will be taken to be the home in which the child sleeps for the majority of the school week.
6. Tie-breaker – Where two [or more] applicants for the final place live the same distance from the Academy, the Governors will use random allocation to determine the allocation of the final place. This random allocation process will be supervised by someone independent of the Academy.

## Parents' Statutory Right of Appeal

Where the Governors are unable to offer a place because the Academy is over-subscribed, parents have the right to appeal to an Independent Admission Appeal Panel, set up under the School Standards and Framework Act, 1998, as amended by the Education Act, 2002. **Parents should notify the Clerk to the Governors at the Academy within 20 days of receiving the letter refusing a place to their child if they wish to appeal against this decision.** Parents will have the opportunity to submit their case to the Panel in writing and also to attend in order to present their case. You will normally receive 14 days' notice of the place and time of the Hearing.

Please give details of the points you wish to be taken into consideration regarding your child's qualifications for entry under the above criteria, in writing to the following address:

Clerk to the Governors  
St Anne's Academy  
Hollin Lane  
Middleton  
Manchester  
M24 6XN

The decision of the Appeals Panel is binding on all parties.

## **Allocation of Places to Twins**

Where there are children of multiple births wishing to be admitted and the sibling is offered the final place the Governors may admit over the Published Admission Number if it is possible to do so.

## **Allocation of Places to Children of UK Service Personnel**

Families of UK Service Personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. An Academy place can be allocated in advance of the confirmed posting, even if there is uncertainty about the exact future address.

For the children of Armed Forces families and crown servants returning to the UK or Rochdale Borough at the end of their service, an Academy place can be allocated in advance of their return, even if there is uncertainty about the exact future address and the child is not yet in the UK. The place can be held open until the family arrive in the UK or return to the area [usually until the start of the following term, but it could be longer in particular circumstances].

## **Admission to a Different Year Group**

There may be exceptional circumstances where admission into a different Year Group may be advised or considered [gifted and talented children, for example, or children who have experienced problems or missed part of a year, for example due to ill health]. The Governors' Admissions Committee will make a decision based on the individual circumstances of each case. Parents / carers of children refused a place at the Academy have a Statutory Right of Appeal, but this does not apply if parents are offered a place other than in the Year Group for which they have applied.

## **Waiting List**

Where there are more applications than places, the Admissions criteria will be used. Children who are not admitted will have their name placed on a waiting list. The names on this waiting list will be in the order resulting from the application of the Admissions criteria. Since the date of application cannot be a criterion for the order of names on the waiting list, late applicants for the Academy will be slotted into the order according to the extent to which they meet the criteria. Therefore it is possible for a child who moves into the area later to have a higher priority than one who has been on the waiting list for some time. If a place becomes available within the admission number, the

child whose name is at the top of the list will be offered a place. This is not dependent on whether an appeal has been submitted. This waiting list will operate until the end of the Autumn Term only.

### **The Governing Board Reserves the Right to:**

- Withdraw the offer of a school place where false evidence is found to have been received in relation to the application.

### **In-Year Transfers**

Parents / carers who would like their child to transfer to St Anne's Academy from another secondary school must complete a Within Year Transfer Application Form and return this to Rochdale Borough Council.

### **Policy Review and Consultation**

The Governing Board will review and approve the Admission Policy on an annual basis in accordance with the School Admissions Code.

Consultation on admission arrangements will take place whenever there are significant changes to the policy or every seven years if there is no significant change. Consultation will be for a minimum of six weeks between 1 October and 31 January in the academic year before the arrangements are to apply.

Admission arrangements will be submitted to Rochdale Borough Council by 15 March and publicised on the Academy's website for the full offer year. Consultation will take place in the following way:

1. General notification on the Academy website;
2. Notification to parents / carers in writing and via the Academy Text Messaging Service; and
3. Notification by email to Manchester Diocese, associated Primary Schools, Rochdale Borough Council and neighbouring Authorities, the Academy Co-Sponsors and all local Admission Authorities.

A Public Consultation was held in relation to Academy Admissions arrangements for September 2016 and is not required in respect of Admission arrangements for September 2018.

Any objections to Admissions arrangements should be made in writing to the Chair of Governors at the Academy address.

## Useful Websites

**To apply for a Year 7 place at St Anne's Academy:**

- <http://rochdale.gov.uk/schools-and-education/school-admissions/pages/apply-for-a-school-place.aspx>

**To view the School Admissions Code:**

- <https://www.gov.uk/government/publications/school-admissions-code--2>

**To view a list of member churches of Churches Together in Britain and Ireland:**

- <https://ctbi.org.uk/member-churches/>

**To view a map showing Rochdale and Heywood/Middleton Deanery areas:**

- To <http://manchester.anglican.org/churches>

**To view the Academy website:**

- <http://www.stannesacademy.org.uk>

## Admission to St Anne's Academy Sixth Form

### Context

St Anne's Academy Sixth Form offers a high quality education within a supportive Christian environment. Courses and qualifications are tailored to the needs and abilities of each student to ensure that our Sixth Form students are able to fulfil their ambitions and aspirations. We offer a range of different pathways, both academic and vocational. Some students go on to University, others take alternative routes into quality work related posts and apprenticeships. The Sixth Form allows students to further their studies in an encouraging environment.

### Sixth Form Admission Arrangements

Admission to St Anne's Academy Sixth Form is for those students who wish to study within a supportive Christian environment and who meet the Academy Sixth Form's academic entry requirements and the entry requirements for their selected programmes of study.

St Anne's Academy Sixth Form has a total capacity of 150 places, with up to 75 students entering Year 12 each year. St Anne's Academy students who meet the Sixth Form entry requirements transfer from Year 11.

Most of the places available in the Sixth Form are generally taken up by St Anne's Academy students transferring from Year 11.

The Academy welcomes applications from external students who wish to study in the Sixth Form.

For September 2018, the Published Admission Number for the admission of external students who meet the academic entry requirements is 10. The admission number may be exceeded if the demand for available courses can be met, provided that the applicants meet the academic entry requirements. Where necessary, the Sixth Form oversubscription criteria will be applied.

### Oversubscription Criteria

After the admission of any students with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) in whose statement or EHCP the Academy is named, Looked After Children and previously Looked After Children who meet the academic entry requirements set out below will be given first priority.

In the event of **oversubscription** to Year 12 the following criteria will be applied in order when offering places:

- (1) Students in Year 11 at St Anne's Academy who meet the entry requirements stated below;  
and
- (2) Students from other schools or colleges who meet the entry requirements stated below.



The number of places available in Year 12 is 75. Up to 65 of these places are available for students already attending St Anne's Academy, so, as noted above, the Published Admission Number for the admission of external applicants to Year 12 is 10.

Applications from external candidates for a place in the Sixth Form should be submitted to the Academy by no later than May 31st.

A Sixth Form Application Form is available from the Academy. Students already attending St Anne's Academy do not need to apply formally for a place in the Sixth Form, but must meet the appropriate academic entry requirements.

## **Academic Entry Requirements for St Anne's Academy Sixth Form**

The academic entry requirements to gain access to St Anne's Academy Sixth Form are based on candidates achieving five GCSEs at grades A\* to C including English and Mathematics.

In addition to the basic academic entry requirements stated above, some subjects have specific course requirements. Full details are contained within the Sixth Form Prospectus document.

## **Offers**

When making offers, we look at the predicted grades given by the student's current school and the level of oversubscription for the subjects they have chosen to study.

Meetings are held with students to discuss options and academic entry requirements for particular courses. These meetings do not form part of the decision making process on whether to offer a place.

An applicant will be offered a place in St Anne's Academy Sixth Form on the basis that they meet the entry requirements as described above. Where subjects are over-subscribed those who are best qualified will be allocated the available places. Students who meet the entry requirement but are not amongst the best qualified for their chosen subject(s) will be offered an alternative course.

**Supplementary Information Form  
for Parents / Carers**

**Name of Child:**

Surname ..... Christian or First Names .....

Date of Birth .....

**Name of Parent(s) / Carer(s)** .....

Address .....

Post code ..... Daytime telephone number .....

The name of any older brother or sister who will still be attending the Academy at the date of admission of the younger child. ....

Place of Worship one of the parents / carers regularly attends:

**Name of Place of Worship** .....

Address .....

..... Post Code .....

Name of Vicar / Priest / Minister / Faith Leader .....

Address .....

..... Post code .....

Telephone .....

**Worship Attendance:**

Do you attend public worship at church at least fortnightly?

Yes  No

Has this been your practice for at least the year prior to 1 September 2018

Yes  No

Your Church or Faith Leader will be contacted in order to confirm this information.

If you wish exceptional medical or social needs to be taken into account please tick this box and supply written, professional evidence to support your application.

**SIGNED**.....**Parent / Carer**

**DATE**.....

**Note to Parents / Carers Applying for a Year 7 Place at St Anne's Academy:**

**Please complete this form and return it directly to St Anne's Academy only if you wish to apply for a place under Category 4 for the 30 places available to children of worshippers in the Anglican or other Christian Church.**

**The Rochdale Borough Council [RBC] Application Form must be completed and returned to RBC by all parents / carers who wish to apply for a place at St Anne's Academy for their child.**

