



JMAT  
002

# John Milton Academy Trust

## Admissions Policy 2019-2020

### History

Adoption / Review	Trust Board / Trust Committee	Lead Personnel	Review Date
October 2016	Full Board	CEO	September 2017
Version 1: Admissions 2018-19 Adopted 27 Feb 2017	Full Board	CEO	
Admissions 2019-2020 version adopted 23 Feb 2018	Business and Risk Committee	CEO	Autumn 2018

## Contents

Item		Page
1	<b>Introduction</b>	<b>3</b>
2	<b>Procedures for Admission</b>	<b>3-4</b>
3	<b>Details and Definitions for Admission</b>	<b>4-6</b>
	3.1 Priority Admissions	<b>4</b>
	3.2 Definitions Used in Oversubscription Criteria	<b>4-5</b>
	3.3 Admissions Oversubscription Criteria (Secondary)	<b>5-6</b>
	3.3 Admissions Oversubscription Criteria (Primary)	<b>6</b>
4	<b>Tie Breaker</b>	<b>6-7</b>
5	<b>Waiting List</b>	<b>7</b>
6	<b>In-Year Admissions</b>	<b>8</b>
7	<b>Right of Appeal</b>	<b>8</b>

Appendices		Page
A	<b>Sixth Form Admission Policy</b>	<b>9</b>

## 1. INTRODUCTION

- 1.1 The John Milton Academy Trust (JMAT) operates a joint admissions policy, across all JMAT schools: Bacton Primary, Cedars Park Primary, Mendlesham Primary and Stowupland High School.

Parents should note that for Suffolk schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school which is not your local school and, subsequently, are not allocated a place, there is no guarantee that a place will be available for your child at the local school. Please note this does not apply to our sixth form admissions: see our separate sixth form policy (Appendix A).

## 2. PROCEDURES FOR ADMISSION

- 2.1 The Local Authority will coordinate all normal year of entry admissions in Suffolk on behalf of all John Milton Academy Trust schools and the Local Authority will communicate all normal year of entry admission decisions to parents.

- 2.2 The agreed Published Admissions Number (PAN) for the normal year of entry is:

Bacton Primary School	30
Cedars Park	60
Mendlesham Primary	15
Stowupland High School	180

- 2.3 Procedures for applying to **all** John Milton Academy Trust Schools are explained in the publication 'Admissions to Schools in Suffolk'. Parents and carers should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines, which apply to John Milton Academy Trust schools. Please note: a separate application must be made for any transfer from nursery to primary school.

- 2.4 The John Milton Academy Trust provides for the admission of children, full-time, in the September following their fourth birthday. We strongly believe that this is in the best interest of every child. However, parents can request that the date their child is admitted to primary school is deferred until later in the school year or until the term in which the child reaches compulsory school age. Parents can also request that their child takes up the place part-time until the child reaches compulsory school age.

- 2.5 Our schools are experienced in educating and caring for children with different abilities and social and emotional needs and will be able to provide a suitable education. It is expected, therefore, that children will normally be educated within their chronological year group. At Stowupland, entry to the chronological year group is deemed essential.

## **2.6 Applications for a place outside the chronological year group**

Where a parent wishes to make an application for a pupil of primary school age to be admitted to a school earlier or later than normal, to stay longer with a younger year group or to be taught ahead will be considered carefully and the decision will be made on the basis of the circumstances of each case and evidence provided. This may apply when a parent wishes to delay their summer born (April to August) child entry to full-time education in the reception year group until the following school year. Requests will be considered with the evidence provided. Parents or carers should make a request to the school(s) in writing. This will need to include, where relevant, any supporting evidence. The academy trust will make a decision on the request, taking into account the views of the Headteacher. The school(s) will write to the parent or carer with the outcome including the reasons for the decision.

If the request is refused, details of how to complain to the school(s) will be given. A CAF1 application form must be sent to the Local Authority, along with the decision letter(s) from the schools and other relevant evidence, by the national closing dates. Please note that even if the request is agreed, there is no guarantee there will be a place available.

## **2.7 Application Forms and Deadlines**

Applications for the normal year of entry should be made using the Suffolk normal year of entry application form (CAF 1), which is available on all JMAT school websites and from Suffolk County Council on 0345 6000981 or at [www.suffolk.gov.uk/admissions](http://www.suffolk.gov.uk/admissions). Parent/carers can also apply online. Completed forms should be sent directly to the Local Authority.

The annual deadlines for submitting application forms are:

- 15 January for transfer to the Foundation Stage at Bacton Primary, Cedars Park Primary and Mendlesham Primary School
- 31 October for transfer to Year 7 at Stowupland High School

## **3. DETAILS AND DEFINITIONS FOR ADMISSIONS**

### **3.1 Priority Admissions**

*EHC Plans (All Schools in the JMAT)*

The first priority admission group to all schools is children whose Education, Health and Care (EHC) plan names the school. All those in this group must be admitted and this applies to all schools in the John Milton Academy Trust.

### **3.2 Definitions Used in Oversubscription Criteria (see table)**

*Family of Schools (Stowupland High School)*

The second priority admission group for Stowupland High School is our Family of Schools, defined for this purpose as our named partner feeder primary schools:

- Bacton Primary
- Cedars Park
- Mendlesham

- Freeman
- Haughley Crawfords
- Old Newton

We have strong strategic and curriculum links with our feeder schools. This means that pupils attending one of our named partner feeder primary schools at the application closing date will be considered to 'reside' in our priority admissions area and will be given priority.

***Sibling of students already on roll at the school (All Schools)***

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage.
- Children who are living at the same address whose parents are living as partners at this address. We do not include 'cousins' within our definition of sibling

**3.3 Admissions Oversubscriptions Criteria (Secondary)**

If the number of applications for Stowupland High School is greater than the PAN, we will use our admissions oversubscription criteria to decide who gets a place.

The following details the order of priority for places in the case of oversubscription:

1. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after);
2. Children from the named local partner feeder primary schools; the Family of Schools, with a brother or sister (sibling) attending Stowupland High School at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Attendance at Stowupland High School will also include the sixth form. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child at the High School, please name the youngest one;
3. Children attending one of the named local partner feeder schools identified as the Family of Schools, who do not have a brother or sister (sibling) attending Stowupland High School. Applications in this category will be ranked using the distance criteria described in the tie-breaker (below);
4. Children of staff employed by the school in the following circumstances: a. Where the member of staff has been employed at the school for two or more years at the time at which application for admission to the school is made, or b. The member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage;
5. Children who do not attend a named local partner feeder primary school with a brother or sister (sibling) attending one of the schools in the Academy Trust at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Priority will be given, where necessary, to applications

where there is the smallest age gap between siblings. If you have more than one child in the Academy Trust, please name the youngest one;

6. Children who do not attend a named local partner feeder primary school who do not have a brother or sister (sibling) attending one of the schools in the Academy Trust. Applications in this category will be ranked using the distance criteria described in the tie-breaker (section 4).

### **3.4 Admissions Oversubscriptions Criteria (Primary)**

If the number of applications for Bacton Primary, Cedars Park Primary and Mendlesham Primary is greater than their PAN, we will use our admissions oversubscription criteria to decide who gets a place. The following details the order of priority for places in the case of oversubscription:

1. Looked after children (children in care) and previously looked after children (children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately following having been looked after);
2. Children with a brother or sister (sibling) attending one of the schools in the Academy Trust at the time of application, with a reasonable expectation they will be attending at the start of the new school year. Priority will be given, where necessary, to applications where there is the smallest age gap between siblings. If you have more than one child in the Academy Trust, please name the youngest one;
3. Children of staff employed by the school in the following circumstances: a. Where the member of staff has been employed at the school for two or more years at the time at which application for admission to the school is made, or b. The member of staff is recruited to the school to fill a vacant post for which there is a demonstrable skill shortage;
4. Children who do not have a brother or sister (sibling) attending one of the schools in the Academy Trust. Applications in this category will be ranked using the distance criteria described in the tiebreaker (below).

## **4 TIE-BREAKER**

### **4.1**

In the event of oversubscription, having applied the criteria outlined above, priority will be determined by the distance of the child's home from the school they have applied to. This will be done by measuring the distance by a straight line ('as the crow flies').

All straight line distances are calculated electronically by Suffolk County Council using data provided jointly by the Post Office and Ordnance Survey. The data plots the co-ordinates of each property and provides the address-point between which straight line distance is measured and reported to three decimal places. Where there is more than one home within a single building (for example apartments) we will measure to a single point within that building irrespective of where those homes are located. If after the distance tie-breaker, with two or more applications ranked at the same distance, and there are more applications than places, a further tie-breaker of Random Allocation will be used for the applications from this group. Lots will be drawn. This process will be independently verified.

#### **4.2 Home Address**

As part of the tie-breaker process, proof of residence, such as a lease agreement, may be required by the co-ordinated scheme. The school will check allegations of false addresses or other false information given on the CAF1/ADM1 and will withdraw places if the details are found to be deliberately false or misleading. Where a child lives with separated parents who have shared responsibility, each for part of the week, the address at which the child is ordinarily resident will be considered to be the address that the child lives at for most of the week (excluding weekends and school holidays). Both parents must provide evidence in writing to confirm the child's living arrangements at the time of the application.

#### **4.3 Multiple Births**

The John Milton Academy Trust's policy is not to separate multiple births. If the final place available at a school is offered to a twin, triplet or other multiple birth and the remaining sibling/s would ordinarily be refused, the academy trust will offer places to the remaining sibling/s.

#### **4.4 Guardianships**

The John Milton Academy Trust reserves the right to carry out necessary checks as to the legal guardianship of an adult making an application for admission for a child whether as an in-year admission or as part of the Year 7 intake. It is recognised that this can relate to safeguarding issues and is therefore of the highest priority.

### **5. WAITING LISTS**

If you apply for a school place in the normal year of entry and one (or more) of your preferences is refused, your child's name will automatically be placed on a waiting list for these schools. Names are placed on the waiting list in the priority order set out in our admissions oversubscription criteria. Please note:

- The order of children does not remain static - as circumstances change a child's place on the waiting list can go up or down, for example due to withdrawals or additional applications. If you change your address while your child is on a waiting list you must let us know. Please be aware that this may change your child's position on the waiting list. Written evidence of this will be required.
- Having your child's name on a waiting list will not affect your right to appeal for any of the schools for which you have been refused a place.
- Late applicants will be added to any waiting lists in oversubscription priority order if their parental preferences cannot be met.
- If a place becomes available, we will offer it to a child on the waiting list for that school in priority order. We do not offer places on the basis of the date on which names were placed on the list.
- The waiting lists will cease to operate on 31<sup>st</sup> December in each year. For details of how to make an in-year application, please see the section on this below.

## **6. IN-YEAR ADMISSIONS APPLICATIONS**

All in-year admissions are processed by the individual schools of the John Milton Academy Trust. You should apply using form ADM1 (available on school websites) and submit this directly to the relevant school.

Available places will be allocated in the order that the school receives applications. The school will then consider the application. If the year group has vacancies, ie has fewer students than the published PAN (pupil admission number), the application will normally be accepted. Our policy relating to admissions outside the chronological year group, remain the same for both in-year admissions and standard entry points (see paragraphs 2.4 and 2.5).

Schools will respond within 10 working days of receiving the application form.

## **7. RIGHT OF APPEAL**

When an applicant is unsuccessful, there is an automatic right of appeal to an Independent Appeal Panel. Details of how to appeal will be sent with the letter of refusal. This information will be sent by the Local Authority for standard entry points and by the Trust for mid-year admissions.



## APPENDIX A

### Stowupland Sixth Form Admissions Policy

#### Internal students

The John Milton Academy Trust welcomes applications for entry to Stowupland High School's Sixth Form from students who have attended the school in Year 11 and wish to progress onto Key Stage 5.

#### External students

The John Milton Academy Trust also accepts applications for entry to Stowupland High School Sixth Form from external candidates who attended another school or who are school leavers.

#### Applications

Students applying to join Stowupland Sixth Form after the internal deadline for applications (i.e. the end of the first full week in March) should note that admission will be subject to the specific entry requirements for the courses. If a place is offered it is not an offer of a particular combination of courses and course combination options will be provided to students before they take up their places. Applicants seeking a place during the run up to and after the start of the school year will be invited in to discuss the available course combinations at their requested time of entry.

#### Entry requirements

Entry requirements for both internal and external students to the Stowupland Sixth Form is subject to a student having achieved the entry requirements for the course they wish to pursue. Students should refer to the Sixth Form prospectus and the course information sheets for further details on individual subjects; individual subjects may be limited in the number of students they are able to accommodate. The prospectus and course information sheets are available both electronically and in hard copy. The method for application is through the submission of a Stowupland Sixth Form application form. These are available online through the Stowupland High School website.

#### Oversubscription Criteria

The oversubscription criteria for Stowupland High School Sixth Form are the same as those operating for the main school.

---

#### Ratified:

Date	Committee	Signed (Chair)
23-February-2018	Trust Board	