



ADMISSIONS POLICY

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This policy will be reviewed by:	Curriculum, Student Affairs and Parental Engagement Committee

ADMISSIONS POLICY

The Admission of Students to The Gateway Academy

1. This document sets out the admission arrangements for The Gateway Academy. Any changes to the arrangements set out in this document, must be approved in advance by the Governing Body.
2. For the purposes of this Admissions Policy references in admission law and in the statutory Codes of Practice to admission authorities shall be deemed to be references to the Governing Body of The Gateway Academy. The Gateway Academy will take part in the Admissions Forum set up by Thurrock LA and have regard to its advice.

I: ADMISSION ARRANGEMENTS

3. The admission arrangements for The Gateway Academy, for the year 2012/2013 are:
 - a) The Gateway Academy has an agreed admission number of 180 students. The Gateway Academy will accordingly admit 180 students in the relevant age group each year if sufficient applications are received;
 - b) The Gateway 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 Gateway Academy will consult those listed at paragraphs 16 and 17 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. The Gateway Academy will use the following 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 Thurrock Admissions Forum:
 - a) **September** - The Gateway Academy will publish in its prospectus, information about the arrangements for admission, including over subscription criteria, the following September (ie in September 2011 for admission in September 2012). This will include details of open evenings and other opportunities for prospective students and their parents to visit the Academy. It will notify the date by which applications must be received by the Local Authority and the process for applying for one of the Specialist College places. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
 - b) **September/October** - The Gateway Academy will provide opportunities for parents and students to visit the Academy;
 - c) **September** – an assessed workshop will be held to assess students for the 10% of places designated for the Specialist College;
 - d) **October** - closing date for application form;
 - e) **October** - the Academy will notify the LA of the students who have been granted a place according to aptitude;

- f) **December - March** - applications considered by LA.
 - g) **March** - offers of places notified in writing to parents by the LA.
5. This timetable reflects the practice in Thurrock LA and is intended to secure a co-ordinated approach to admission for parents and students. The Gateway Academy will take part in the co-ordinated admissions scheme for Thurrock LA, when this is agreed.

Consideration of applications

6. The Gateway Academy will consider all applications for places. Where fewer than 180 applications are received, the Gateway Academy will offer places to all those who have applied.
7. Notwithstanding paragraph 6 above, the Gateway Academy may refuse admission to particular applicants in cases where fewer than the published admission number have applied. These are applicants who have been excluded from two or more other schools and the ability to refuse admissions runs for a period of two years from the last exclusion. In all the circumstances described in this paragraph, however, the Secretary of State may direct The Gateway Academy to admit such a pupil and that direction shall be binding on The Gateway Academy.

Procedures where The Academy is oversubscribed

8. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below:
- a) Children who are in the care or interim care of a local authority pursuant to sections 31 and 38 of the Children's Act 1989, or children who are accommodated by a local authority pursuant to section 20 of the Children's Act 1989.
 - b) Each year the Academy will admit up to 10% of its intake according to aptitude in the Academy's specialist area of Performing Arts. The process for application will be published in the Academy's prospectus and will involve prospective students attending an assessed workshop.
 - c) Admission of students whose siblings currently attend the Academy and who will continue to do so on the date of admission;

For the purpose of allocating places, sibling means :

- Full sibling living at the same address as the applicant
 - Step sibling living at the same address as the applicant
 - Half sibling living at the same address as the applicant
 - Long term foster sibling living at the same address as the applicant
- d) Admission of students on the basis of proximity to the Academy using straight line measurement:
- Distance from the Academy will be measured in a straight line in metres by a digital mapping system from the Academy's main gate to the front door of the home.
- e) Children with a Statement of Special Educational Needs are allocated school places under different regulations and will override all other categories or priority.

- f) Notwithstanding the provisions of paragraphs a – e above, the Secretary of State may direct The Gateway Academy to admit a named pupil to The Gateway Academy on application from the LA.
- g) Waiting List – If there are no places available, parents/guardians must confirm in writing to The Gateway Academy if they wish to have their application placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list. Names are normally removed from the list after six months unless parents/guardians submit a written request asking for their application to remain on the waiting list.

Mid Year Admissions and September Admissions for Year Groups other than Year 7

- 9. Parents wishing to make an application for a place for their child should submit the appropriate form to the Local Authority and the Academy.
- 10. The Academy will maintain a waiting list and allocate places as they become available using the criteria set out in paragraph 8.

There will be a right of appeal to the Appeals Panel for any unsuccessful applicant.

Arrangements for Appeals Panels

- 11. Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of The Gateway Academy. The Appeal Panel will be independent of the Academy and will be composed of three members who will include:
 - a) at least one lay member. Lay members are people without personal experience in the management or provision of education in any school (though it is permissible to use people who have experience as governors of other schools, or who have been involved in education in any other voluntary capacity); and
 - b) at least one person with experience in education who is acquainted with educational conditions in the area, or who is the parent of a registered pupil at a school.
- 12. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education and Skills as it applies to Foundation and Voluntary Aided schools.
- 13. Parents will normally have 14 days after notification of a place not being offered at The Gateway Academy to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal.
- 14. Parents wishing to appeal against an admission decision by The Gateway Academy should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing.
- 15. Parents will be given 14 days notice of the appeal hearing, unless they agree to a shorter period of notice. At least 7 days before the hearing the Gateway Academy will provide the parent with a written statement detailing the reasons why it has not been

possible to allow the child to attend The Gateway Academy. The Appeal panel will have the discretion to refuse to admit late evidence.

16. The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 14 days of the date of the hearing. In the case of unsuccessful appeals the Appeal Panel will give the parents their reasons for not upholding the appeal.

II : ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS

Consultation

17. The Gateway Academy shall consult each year (by 1 March) on its proposed admission arrangements. The Gateway Academy will take part in the local admission forum for the Thurrock area.
18. Any proposed change to the admission numbers will need to be sanctioned by the Secretary of State for Education.

Determination and publication of admission arrangements

19. Following consultation, The Gateway Academy will consider comments made by those consulted. The Gateway Academy will then determine its admission arrangements by 15 April of the relevant year and notify those consulted what has been determined.

Publication of admission arrangements

20. The published arrangements will set out:
 - a. the name and address of the school and contact details;
 - b. a summary of the admissions policy, including oversubscription criteria;
 - c. numbers of places and applications for those places in the previous year;
 - d. arrangements for hearing appeals.

Representations about admission arrangements

21. Where other admissions authorities in the relevant area make representations to The Gateway Academy about its admission arrangements, The Gateway Academy will consider such representations. Where The Gateway Academy and other admission authorities cannot reach agreement locally, any admission authority in Thurrock may make representations to the Secretary of State. The Secretary of State will consider the representation and in so doing will consult The Gateway Academy. Where he judges it appropriate, the Secretary of State may direct The Gateway Academy to amend its admission arrangements.
22. Other admission authorities in the Thurrock area have the right to ask The Gateway Academy to increase its proposed published admissions number for any year. Where such a request is made, but agreement cannot be reached locally, an admission authority may ask to the Secretary of State to direct The Gateway Academy to increase its proposed published admissions number. The Secretary of State will consult The Gateway Academy and will then determine the published admission number.

23. In addition to the provisions at paragraphs 17 and 18 above, the Secretary of State may direct changes to The Gateway Academy's proposed admission arrangements and, in addition to the provisions above, the Secretary of State may direct changes to the proposed published admissions number.

Proposed changes to admission arrangements by The Gateway Academy after arrangements have been published

24. Once the admission arrangements have been determined and published, The Gateway Academy will propose changes only if there is a major change of circumstances. In such cases, The Gateway Academy must consult those consulted under paragraph 17 and 18 above and must then apply to the Secretary of State setting out:

- a. the proposed changes;
- b. reasons for wishing to make such changes;
- c. any comments or objections from those entitled to object.

Need to secure Secretary of State's approval for changes to admission arrangements

25. The Secretary of State will consider applications from The Gateway Academy to change its admission arrangements only when The Gateway Academy has consulted on the proposed changes as outlined at 17 and 18 above.

26. Where The Gateway Academy has consulted on proposed changes and there have been no objections from other admissions authorities The Gateway Academy must still secure the agreement of the Secretary of State before any such changes can be implemented. The Gateway Academy must seek the Secretary of State's approval in writing, setting out the reasons for the proposed changes and passing to him any comments or objections from other admission authorities/other persons.

27. The Secretary of State can approve, modify or reject proposals from The Gateway Academy to change its admission arrangements.

28. Records of applications and admissions shall be kept by The Gateway Academy for a minimum period of ten years and shall be open for inspection by the Secretary of State.