Magna Academy Poole
an Aspirations Academy

Admissions Policy 2023/2024

Approved by Regional CEO: **Date:** 28th February 2022

Next review due by: February 2023

THE ADMISSION OF STUDENTS TO MAGNA ACADEMY POOLE

This document sets out the admission arrangements for Magna Academy Poole.

The Academy will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with all relevant provisions of the statutory codes (the School Admissions Code and the School Admission Appeals Code) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Aspirations Academies Trust. The Academy will take part in the Admissions Forum set up by Poole LA and have regard to its advice; it will also participate in the co-ordinated admission arrangements operated by Poole LA.

Notwithstanding these arrangements, the Secretary of State may direct Magna Academy Poole to admit a named student to the Academy on application from an LA. Before doing so the Secretary of State will consult the Academy.

ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

a) The admission arrangements for Magna Academy Poole for the year 2023/2024. Magna Academy Poole has an agreed admission number of 180 students in Year 7. The Academy will accordingly admit 180 students into Year 7 if sufficient applications are received. Magna Academy Poole has an agreed admission number of 20 students in Year 12 for students from **outside Magna Academy Poole.** Magna Academy Poole may set a higher admission number as its Published Admission Number for any specific year. The Academy is not required to consult on any proposed increase to the PAN; however, it must notify the Local Authority of the increase and specify the changes on the Academy website. 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 FOR YEAR 7

The Local Authority Common Admissions Form (CAF – secondary) must be completed and returned to the Local Authority for all admissions to Magna Academy Poole by 31st October 2022.

Notification of Offer of Places: Parents will be informed by BCP Local Authority (or their home authority if they do not live in BCP) which school they have been allocated in writing by a letter posted on 1st March 2023. Parents are asked to confirm their acceptance of the offer with the Local Authority in which they live by 15th March 2023.

Procedures where the Academy is oversubscribed for places in Year 7 (Section A)
Where the 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 whose Education, Health and Care Plan name the Academy, the following criteria will be applied to determine those children that will be offered places.

The criteria are listed in priority order:

i. Looked after children (NB 2) and children who were previously looked after, but ceased to be so because they were adopted (NB 4) or became subject to a residence order (NB 5) or special guardianship order (NB 6). Children who appear to Aspirations Academies Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. (NB 3).

ii. Children with a sibling already at the Academy, ordered by shortest distance between home and Magna Academy Poole (see Note at the bottom of the oversubscription criteria).

iii. Children who currently attend a Primary Aspirations Academy* - Ocean Academy and Jewell Academy, ordered by shortest distance between the students home address and Magna Academy Poole. (see Note at

the bottom of the oversubscription criteria). *The philosophy of the Aspirations Academies Trust considers all-through, age 2-19 education to be very effective practice and bring many educational benefits to our young people and their parents. Magna Academy Poole works closely with the staff and students at Aspirations Primary Academies. BCP Council Home to School Transport Policy does not take into consideration whether a child has been allocated a place at Magna Academy, based on previous attendance at an Aspirations primary academy. This means that in most cases that a child would not normally qualify for transport, and parents should consider how their child will get to and from the academy, including time, cost and form of transport.

iv. Children of staff in either or both of 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 the application for admission to the school is made or
b) children of newly appointed staff, filling a post with a "demonstrable skills shortage" (School Admissions Code 2021) (see Note 4)

v. All other applicants

Note: *All categories are ranked by safe walking route (distance)* (see Note 3).

Continued Interest List (Waiting List)

A continued interest list (waiting list) will be maintained until 31st August each year and cleared down at this point each year. Parents wishing to remain, can reapply to the LA from June 1st each year. Applications for places will be ranked in the same order as the over-subscription criteria. Parents will be notified that their child has been placed on a continued interest list but they cannot be given any indication of the likelihood of being offered a place. As soon as a place becomes vacant, the Academy will inform the L.A and instruct them to offer a place to the next person on the waiting list. The continued interest list will be maintained, according to the Local Authority's schedule.

Appeals Process

Unsuccessful applicants may appeal for a place in the Academy. Parents wishing to appeal should write to the Academy to request appeals papers. The letter should be addressed to the Principal, Magna Academy Poole, Ashdown Close, Poole. BH17 8RE. Appeals will be heard by a panel which is independent of the Academy and the Governors.

Late Applications

Applications received after the notification date (i.e. after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest will be kept until the last day of August. Each added child will require the list to be ranked again in line with the published oversubscription criteria. Priority will not be given to children based on the date their application was received or their name added to the list. This means that a child's position on any waiting list can move down as well as up.

Withdrawing an offer or a place

The admissions authority, Aspirations Academies Trust, **will not** withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where the parent has not responded to the offer, the admissions authority **will** give the parent a further opportunity to respond and explain that the offer may be withdrawn if they do not. Where an offer is withdrawn on the basis of misleading information, the application **will** be considered afresh, and a right of appeal offered if an offer is refused.

Additional Notes

NB:

1. *Disabled children will be given equal consideration of a place with others under the stated criteria for admission. The definition of disability is that contained within the Equality Act 2010.*
2. *A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to Aspirations Academies Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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 (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*
3. *A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.*
4. *Under the terms of the Adoption and Children Act 2001. See Section 46 (adoption orders).*
5. *Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.*
6. *See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individual to be a child's special guardian (or special guardians).*

Note 1: *In all categories, priority will be given to those who have a brother or sister attending Magna Academy Poole at the time of admission but not application. This means that there will be no sibling connection for admission purposes as follows:*

1) applicants for entry to Year 7 if they have a brother or sister in Year 11 unless the there is an application recording an expressed intention of the sibling staying on into Year 12

2) applicants for entry to Year 7 if they have a brother or sister in Year 13

The definition of a brother or sister is:

- *A brother or sister sharing the same parents*
- *Half-brother or half-sister, where two children share one common parent*
- *Step-brother or step-sister, where two children are related by a parent's marriage*
- *Adopted or foster children*

In all cases of a brother or a sister, siblings must live with married, single or cohabiting parents in the same household for the majority of the time.

Where a place in a year group is offered to one of twins, triplets or other children from multiple births living at a single address, the admissions authority will offer a place at the Academy to the other child(ren).

Note 2: *The home address of a child is considered to be his/her permanent residence.*
The address must be the child's only or main residence. Documentary evidence may be required. Where a child spends time with parents at more than one address, then the address given should be the one of the prime carer. The prime carer is the parent in whose name Child Benefit payments are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner at will be

considered as the address for the prime carer.

Note 3: *The distance from home to school is measured using the shortest, safe and practicable walking route using the centre line of roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways). Roads and footpaths measured are normally public. If your property is only accessible via a private road or footpath, this road or footpath may be included in the measurement.*

The starting point for the measurement is taken from your home address. This has been geolocated using the geocoded address point obtained from the local authority's Local Land and Property Gazetteer. The total distance measured is a combination of 2 measurements using 3 points:

i) Geocoded home address point -to
ii) *Centre of nearest road/footpath -to*
iii) *Nearest approved school access point that is for use by pupils*

All measurements are obtained from the local authority's Admissions System. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any alterations to Ordnance Survey map references, footpaths or roads added after this time will not be taken into consideration. No measurements obtained through other sources (e.g. search engines, mapping systems) will be accepted.

For applicants living on islands or residing permanently on a boat within Poole Harbour, the distance measurement will be a straight line from the geocoded home address point to either:

1. the nearest public landing steps at Poole Quay, or
2. a point on the mainland that the applicant proves to the satisfaction of the Admission Authority that he/she can access

The total distance measured is a combination of 3 measurements using 4 points:

i) Geocoded home address point -to
ii) *Public landing steps or other approved access point on the mainland -to*
iii) *Centre of nearest road/footpath -to*
iv) *Nearest approved school access point that is for use by pupils using a straight line or walking route distance dependent upon the school applied for.*

If an applicant advises the Admission Authority that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the geocoded home address point and will include the distance travelled by the ferry.

Note 4: *Magna Academy Poole Admissions Authority may offer a place to a child or children to a new appointee despite this being in excess of the published admission number.*

Note 5: *In relation to each of the oversubscription admissions criteria, either for Year 7 or in- year, if there are insufficient places to accommodate all applicants and the distance criterion is used, the Academy will use random allocation for applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining places. Applicants will have their names drawn as lots to see who should be offered the place(s). The person drawing the names will be an Academy administrator who has no involvement in the school admission process.*

Note 6: *Change of Address: In Year*
In Year places can only be offered on the basis of future moves on the receipt of the documentation specified below:

- *a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;*
- *a tenancy agreement confirming the renting of a specific property relevant to the application;*
- *a letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application;*

To be considered all evidence must be submitted at the time of application.

Note 7: *Change of Address: Point of Entry:*
When applying for point of entry, Winton Primary School will not accept a change of address once the National Closing Date has passed. The National Closing Date for point of entry year groups (Reception) is 15 January 2023. This means if your moving date is after 15 January 2023, we will use your old address to categorise your application. You will need to tell us your new address so we can update your child's record. If you move house after you have submitted your application but before the National Closing Date, the main allocation will be based on your address at the closing date, and the address will be updated on any waiting list from national offer day, should you not initially have been offered a place. The relevant date for the house move is (if purchasing) exchange of contracts occurring on or before the closing date; (if renting) signed tenancy agreement which commences on or before the closing date.

Note 8: *Proof of Address: UK Service Personnel and Crown Servants:*
For families of service personnel with a confirmed posting, or crown servants returning from overseas, The School will consider an application in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. The School will use the address at which the child will live when applying the admissions criteria, as long as parents provide some evidence of their intended address (including using a Unit or quartering address as the child's home address where a parent requests this), and will offer a place if, after applying the admissions criteria, the child is eligible for a place.

ARRANGEMENTS FOR ADMISSION TO POST 16 PROVISION (Section B):

Every student in Year 11 at Magna Academy Poole is entitled to a place in the Sixth Form providing there is a course suitable for him/her and the student meets the entry requirements. Entry into Year 12 from students outside Magna Academy Poole has been set to 20. After the admission of students whose Education, Health and Care Plan (EHCP) names the Academy, the following criteria will be applied to students outside Magna Academy Poole:

Over-subscription Admissions Criteria:

1) Looked after children (NB 2) and children who were previously looked after, but ceased to be so because they were adopted (NB 4) or became subject to a residence order (NB 5) or special guardianship order (NB 6). Children who appear to Aspirations Academies Trust to have been in state care outside of England and ceased to be in state care as a result of being adopted. (NB 3).

2) Those with a sibling already at the Academy, who meet the academic requirements for the level of course applied for, as published in the Academy prospectus (see Note 1 for definition of sibling).

3) All other applicants

Note: *All categories are ranked by safe walking route (distance)*

Sixth Form Application Procedure

All external students interested in a place at Magna Academy Poole Sixth Form should complete an application

form available directly from the Academy or online from the Academy website. The academic criteria required can be found in our prospectus on our Academy website.

Late Applications

Late applications will be considered, although it will be more difficult to comply with preferences. Applications received after the notification date (after places have been offered) will be added to the list of continued interest in admission criteria order. The list of continued interest will be kept until the last day of December.

ARRANGEMENTS FOR IN YEAR ADMISSION

- All applications made during the academic year (in year admissions) including applications in and outside of the normal year of entry for Years 7-11, must be made to the Academy (via BCP). All such applications will be considered and if the year group applied for has a place available the Academy will admit the child unless the applicant has significant behavioural issues, in which case the child will be referred to the Local Authority Fair Access panel. Such referrals will only occur where the student concerned has been previously excluded from two or more schools, or where special circumstances apply as specified in the Admissions Code. However, the Secretary of State may direct the Academy to admit such students and such a direction will be binding. If more applications are received than there are places available, the oversubscription criteria above for year 7 or for post 16 places shall apply.

- Parents whose application is turned down are entitled to appeal to an Independent Appeals Panel.

- Parents can request to be added to the waiting list held for Magna Academy by the BCP Admissions Authority. For In Year Admissions in Year 7, 8, 9 & 10 the waiting list is held until 31st August of the academic year of entry, at which point it will lapse and if a place is still sought a new application will need to be submitted. The application can be made from 1st June for the following academic year. When a place becomes available a place will be offered from the waiting list in priority order under the admissions criteria and will apply to all year groups.

- Although most children will be admitted to the Academy within their own age group, parents can request consideration for an out of year group place. The Academy will make decisions on the year group of entry to be offered on the basis of the circumstances of each individual case. Parents do not have a right of Appeal if a place is offered in a year group other than the year group in which they applied for.

Fair Access Admissions

Magna Academy Poole will adhere to the Fair Access Protocol as determined by the LA to ensure that 'Hard to Place' students will receive a suitable school place. Managed Move requests for students from other Secondary Schools will also be given consideration as part of the adherence to the Admissions Code.

Admission of children outside of their normal year group

The Aspirations Academies Trust as a general rule does not recommend the admission of children outside of their normal year group. However, the decision to admit a child outside of their normal year group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the view of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Principal of the Academy will discuss the issue with either the Regional CEO or Managing Director before making a decision. When informing a parent of their decision on the year group the child should be admitted to, the admissions authority **will** set out clearly the reasons for their decision.

ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS Consultation

Magna Academy Poole will set admission arrangements annually. Where changes are proposed to admission arrangements there will be a public consultation on these arrangements. If no changes are made to admission arrangements the Academy consultation will only take place at least every 7 years.

The Consultation Period will follow the procedures laid out in the School Admissions Code. The Academy will consult:

a) parents of children between the ages of two and eighteen;

b) other persons in the relevant area who in the opinion of the Academy have an interest in the proposed admissions;

c) All other admission authorities for primary and secondary schools located within the relevant area;

d) The local authority;

e) Any adjoining neighbouring local authorities where the admission authority is the local authority.

For the purposes of consultation, the Academy will publish a copy of the proposed admission arrangements on the Academy website together with the contact details of the Admissions Officer, to whom comments must be sent.

The Academy will also send, upon request, a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment.

Determination and publication of admission arrangements

Magna Academy Poole will determine its admission arrangements by 28th February every year, even if they have not changed from previous years.

The Academy will also send a copy of the full determined arrangements to the Local Authority by 15th March 2023.

The last public consultation was: Spring 2022

Aspirations Academy Trust – End of Policy