

THE PRIORY BELVOIR ACADEMY

ADMISSION ARRANGEMENTS 2018

ADMISSION NUMBER

1 The Priory Belvoir Academy will have the following agreed admission numbers for the year 2018/2019 and, subject to any changes approved or required by the Secretary of State, for subsequent years:

- a) 130 places in Year 7.

2 The Trust will consider all applications for places at The Priory Belvoir Academy. Where fewer applications are received for the Priory Belvoir Academy than the published admission number in the relevant year group, places will be offered to all those who have applied.

3 The Trust aims to remove any disadvantage to UK service personnel (UK Armed Forces) moving to the area or Crown Servants returning from overseas to live in the area by:

- a) accepting an application in advance of a move to the area provided it is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address (or the equivalent in the case of Crown Servants returning from overseas)
- b) accepting a Unit postal address or quartering area address for admissions purposes for a service child.

APPLICATIONS TO YEAR 7

Process of application

4 Applications for places in Year 7 at the Academy will be made in accordance with the co-ordinated admission arrangements in the local authority area in which the prospective pupil lives and will be made on the relevant Common Application Form (CAF) provided and administered by the relevant local authority.

5 The Priory Belvoir 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 Leicestershire local authority.

- a) By 1 September – The Priory Belvoir Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (for example in September 2018 for admission in September 2019). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the academy.

- b) By the end of October – The Priory Belvoir Academy will provide opportunities for parents to visit the Academy.
- c) By 31 October – CAF to be completed and returned to the relevant local authority to administer. Parents resident in Leicestershire can apply online at <https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions> .They can also apply by telephone, or ask for a hard copy application form, by telephoning 0116 305 6684. Parents resident in other areas must apply through the local authority in which they live.
- d) By 21 November – the local authority sends application information to the Academy for consideration by the Priory Federation of Academies Trust (“the Trust”).
- e) By 12 January – The Priory Belvoir Academy sends a list of pupils to be offered places by the Trust to local authority.
- f) From 26 January – the Leicestershire local authority applies the agreed scheme for its own schools, informing other local authorities of offers to be made to their residents.
- g) 1 March - the relevant Local Authority will make the offers of places to parents of pupils joining secondary provision on behalf of the Trust, as required by the School Admissions Code.

Oversubscription criteria for Year 7

6 Where the number of applications for admission is greater than the published admission number, applications for the Academy will be considered by the Trust against the criteria set out below.

7 The Priory Belvoir Academy will first accept all pupils with an education, health and care (EHC) plan or a statement of special educational needs that names the Academy.

8 After the admission of pupils with EHC plans or statements, the criteria below will be applied for the remaining places, in the order in which they are set out below:

- a. looked after children, or previously looked after children, sometimes referred to as children in public care
- b. children who live in the catchment area

The catchment area is shown on the map at the end of these arrangements.

- c. children who will have attended a feeder school for at least two years before the time of transfer (that is, were admitted to the feeder school before or at the start of the autumn term in 2016)

The feeder schools for The Priory Belvoir Academy are:

- *Bottesford Church of England Primary School*
- *Redmile Church of England Primary School*
- *Stathern Primary School*
- *Harby Church of England Primary School*
- *Hose Church of England Primary School*
- *Waltham on the Wolds Church of England Primary School*
- *Croxton Kerrial Church of England Primary School*
- *Long Clawson Church of England Primary School.*

The following two feeder schools are also feeder school to John Ferneley College:

- *Scaford Church of England Primary School*
- *Buckminster Primary School).*

- d. siblings of pupils who are on the roll of the Academy at the time of admission

For admissions in September 2018, this includes siblings of students attending the sixth form at the former MV16 in Years 12 or 13 and who attended Belvoir High School for the whole of Years 10 and 11.

- e. children for whom recognised professional opinion, including social and medical reasons, shows that circumstances present a particularly strong case for the child to be admitted, and that opinion is accepted by the Academy

Written confirmation of the exceptional need, from a medical or social care professional must be submitted with the application.

In the event of more applicants than places under criteria 8b, 8c, 8d or 8e above, children living nearest to the academy have priority, using criterion 8f.

- f. children who live nearest to the Academy as the crow flies from the Academy's main entrance to the post office address point of the child's home.

In the event that two or more applicants under criterion 8f live the same straight-line distance from the academy, the place or places will be allocated at random by an independent person

ARRANGEMENTS FOR ADMITTING PUPILS TO OTHER YEAR GROUPS AND OTHER THAN AT THE START OF THE SCHOOL YEAR

9 The Academy will consider all applications to year groups in which the academy provides education and, if the year group applied for contains fewer pupils than the published admission number (PAN) for the normal intake year for this year group, the Academy will admit the child.

ADMISSION OF PUPILS OUTSIDE THEIR NORMAL AGE GROUP

10 The academy will normally admit pupils into the designated year group for their age. Parents may seek a place for their child outside their normal age group if, for example, the child is gifted or talented, or has experienced significant problems such as ill health. Such applications need to be made in writing, giving one or more reasons for the request. Any parent considering this should contact the academy to discuss the implications of this arrangement before applying. Each application for admission outside the normal age group will be dealt with individually to ensure all the circumstances are taken into account when making a decision. In coming to a decision, the academy will consider a range of evidence as set out in the School Admissions Code, including that provided by the parent, and take account of:

- the parent's views
- any available information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the headteacher.

OPERATION OF WAITING LISTS

11 The Academy will operate a waiting list until 31 December each year for all unsuccessful applicants for each year group in which the Academy provides education. Children's position on a waiting list will be determined solely in accordance with the oversubscription criteria set out for the relevant year group above.

12 Where places become vacant they will be allocated to children on the waiting list in the order determined by the oversubscription criteria, irrespective of the time they have been on the waiting list. The waiting list will be reordered in accordance with the oversubscription criteria every time there is a new applicant or someone leaves the waiting list.

RIGHT OF APPEAL

13 There will be a right of appeal to an Independent Appeal Panel for the parents or carers of all unsuccessful applicants. The appeal panel is set up under the School Admission Appeals Code. Details of how to make an appeal will be provided when a parent is informed of a decision to refuse their child a place at the academy.

FAIR ACCESS PROTOCOL

14 The Academy and Trust will participate fully with the Leicestershire local authority's *Fair Access Protocol*, which makes sure that unplaced children, especially the most vulnerable children, are offered a place at a suitable school as quickly as possible.

CONCERNS ABOUT APPLICATIONS

15 As the admission authority for the Academy, the Trust has the right to investigate any concerns it has about an application and to withdraw an offer of a place if it is found that parents have made a fraudulent claim or provided intentionally misleading information, such as a false address. The Trust reserves the right to check any information provided so it can apply the oversubscription criteria accurately and fairly.

DEFINITIONS

Looked after children

16 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) at the time of making an application to a school.

17 Previously looked after children are 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).

18 This includes children who were adopted 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).

19 Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

20 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).

Siblings

21 A sibling is defined as:

- a natural brother or sister, whether or not a resident in the same household
- another child normally in residence for the majority (more than 50%) of term time in the household for whom the adult in the household has parental responsibility as defined in the Children Act 1989 (for example, adopted siblings, half-brothers and sisters, step-brothers or sisters, and foster brothers or sisters)
- any child in the household where an adult is defined as a parent for the purposes of section 576 of the Education Act 1996.

The position of twins

22 In the case of twins or other children from multiple births (or two or more siblings in one cohort) and where there is only one place available, the application

will be considered together as one application.) The academy will then exceed its published admission number.

Distance

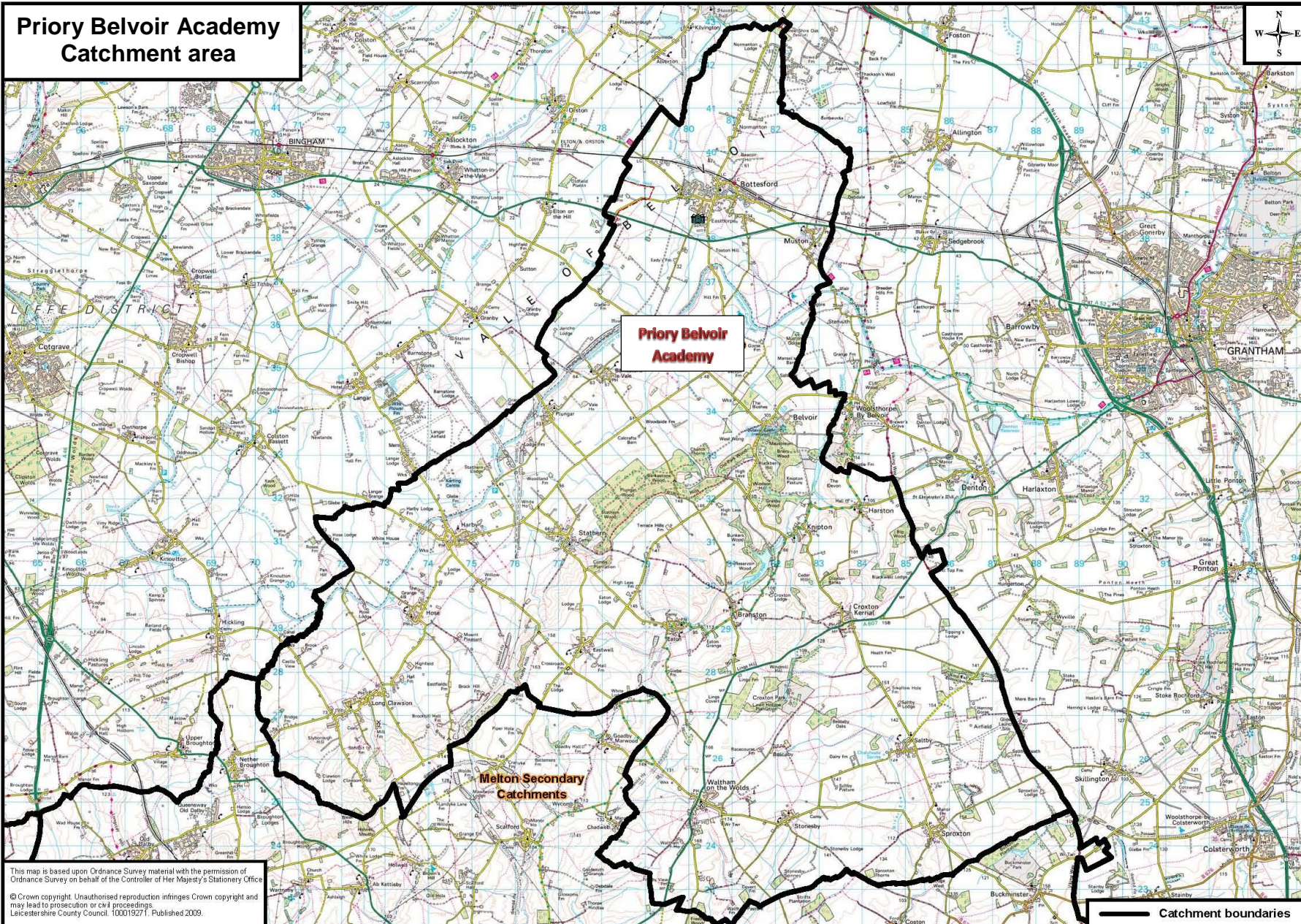
23 *The academy uses the Leicestershire County Council measuring system, measuring in a straight line from the post office address point of the child's home to the post office address point of the academy (the gate at the main entrance to the academy on Barkestone Road, Bottesford).*

Home address

24 *This is the address where the child lives for the majority of the school term time with a parent who has parental responsibility as defined in the Children Act 1989 or where an adult in the household is defined as a parent for the purpose of section 576 of the education Act 1996. This could include a person who is not a parent but who has parental responsibility for her or him. It will not usually include other relatives such as grandparents, uncles, aunts etc. unless they have all the rights, duties, powers and authority which by law a parent of a child has in relation to the child and their property.*

25 *In the case of a child who normally lives during the school week with more than one parent at different addresses, the home address for the purpose of school admissions will be that of the parent who lives closest, as measured by straight line distance to the academy. If a family has more than one home, we will take as the home address the address where you and your child normally live for the majority of the school term time.*

Priority Belvoir Academy Catchment area



**Priority Belvoir
Academy**

**Melton Secondary
Catchments**

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office
© Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.
Leicestershire County Council. 100019271. Published 2009.

— Catchment boundaries