

South Shore Academy Admissions Policy

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Approved by:	Governors 21/03/19
Policy created by:	H. Geibel
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Update written by:	
Update approved:	
Update to be reviewed:	
The implementation of and procedures associated with this policy are the responsibility of the Assistant Head of School.	

Purpose

This document establishes the way in which South Shore Academy manages admissions.

Introduction

BRIGHT FUTURES EDUCATIONAL TRUST

Bright Futures Educational Trust (BFET) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. Our family of schools places young people, families and communities at the heart of everything we do. We are a true community with shared responsibility and common core values which create a culture of collaboration, opportunity, respect and innovation. We inspire excellence and believe in nurturing the abilities of all within our schools and communities. We empower our young people to build purposeful lives and have the courage and confidence to make a positive contribution to society. We believe in the best *for* everyone and the best *from* everyone.

South Shore Academy

At our academy every student truly matters. The happiness and well-being of each student is of paramount importance to us. We endeavour to provide the best possible foundations on which to build future learning and ensure each student has the best start in life. We value parents as true partners in learning and encourage them to take an active role in their child's learning journey. Choosing a school is one of the most important decisions a parent will make. We believe that the best way to determine which school is best for your child is to find out as much about the school as you can. South Shore Academy applies the regulations on admissions fairly and equally to all those who wish to attend the academy. The School Standards and Framework Act 1998 introduced a new framework for academy admissions as of September 2000. This policy adheres to the regulations that are set out in that Act and are elaborated on further in the statutory Schools Admissions Code of Practice and the statutory Appeals Code of Practice.

Values

We are inclusive and welcome students from all backgrounds and abilities; the level of the child's abilities and educational needs plays no part in our admissions policy.

We are committed to enabling all students to be safe, happy and successful during their time at school and preparing them for success in their life after school.

We are committed to understanding and respecting the needs and sensitivities of all students and their families.

We request honesty and transparency from parents/ carers to enable us to accurately identify and meet each child's needs.

Admission to South Shore Academy

Applications for places at South Shore Academy will be made in accordance with Blackpool Council's School Admission Procedures, details of which are on Blackpool's admissions website: www.blackpool.gov.uk.

The Executive Principal and the Governing Body of the Academy set the number of places available in each group for each academic year.

For 2019-20 the admission number is 175.

Blackpool Council does not operate a 'catchment area' policy, nor does it operate a 'feeder school' system.

If the applicant is a Blackpool resident, application must be made to Blackpool School Admissions Team. If an applicant resides in the Lancashire County Council area or in any other area, application must be made to their "home" Local Authority.

Applications can be made online via the Blackpool Council website - www.blackpool.gov.uk/schooladmissions

Alternatively, a paper application form can be completed, which will be available on request from South Shore Academy or the School Admissions Team.

Submission of a late application (after the relevant national statutory closing date) could reduce the chance of a place at the academy.

Allocation of Places

Blackpool Council operates an Equal Preference Scheme and this is a statutory requirement.

After the published closing date for the return of the admission applications, Blackpool School Admissions Team will complete the process of allocating places to students. Wherever possible, students will be allocated to a school or academy in accordance with parental preference.

The limitation on this will be the statutory limitation contained in Section 86 of the School Standards and Framework Act 1998, which states that a Local Authority need not comply with parental preference, "if compliance with the preference would prejudice the provision of efficient education or the efficient use of resources".

Parental preference will be met provided that the demand for places does not exceed the agreed admission number.

Where applications exceed the available places the Academy will allocate places fairly and objectively using the following criteria:

Priority 1: Looked after students who are registered as being in the care of the Local Authority. This includes students who leave public care through adoption, a residence order or special guardianship although they are no longer looked after by the state.

Priority 2: Medical conditions where students or their parents have a serious exceptional medical condition that makes attendance at the academy appropriate.

Priority 3: Serious social or welfare reasons that makes attendance at the academy appropriate.

Priority 4: Brother and sisters of students already attending academy at the time of application and who will still be attending full time education.

Priority 5: Students for whom school is nearest to their home. Distances are measured in a straight line from the applicant's home to the school, using the Council's Geographic Information System.

In the Event of a Tie

Priority 5 criteria will be used as a tie breaker. In the event of equal distance, a random allocation will be used to determine who takes priority for a place.

If siblings from multiple births (twins, triplets etc) apply for a place and the Academy would reach its Published Admission Number after admitting one or more, but before admitting all, the Academy would offer a place to each sibling.

Please note that parents will be asked to provide the necessary supporting evidence with the application and priority will not be given if such evidence is not produced.

Late Applications

Applications received after the published closing date will be treated as late applications. Applications should be submitted by the October prior to the student starting in Year 7; applications submitted online will receive confirmation of a place at academy in March, paper applications will receive offers by post.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date, but before offers of places have been made, be considered concurrently with those applications received on time.

The circumstances that might justify a late application include, but are not restricted to, the illness of a single parent/carer, which might have reasonably impinged upon their ability to submit an application on time.

If South Shore Academy is under subscribed late applications will be accepted up to the Academy's published admission number.

For further information, please contact Blackpool Council School Admissions:

Telephone - 01253 476637/ 01253 476474

Post – PO Box 4, Blackpool, FY1 1NA

Email – schoolaccess@blackpool.gov.uk

Appeal Arrangements

Any applicant whose child is not offered a place at South Shore Academy, for which they have expressed a preference, has the right to appeal to an Independent Admission Appeal Panel.

Please see Blackpool Admissions Appeals Arrangement.

Fraudulent Applications

Where the Academy, through the Local Authority's Admissions Policy, discovers that a child has been allocated a place as the result of inaccurate or misleading information - for example, where a false address has been provided - then the Academy is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused. Parents retain their rights of appeal where a fresh offer has been made.

Admission to South Shore Academy after 1st September

All applicants requesting a school place at South Shore Academy, either because they are new to Blackpool, or because they are wishing to transfer schools within Blackpool, are required to complete an In-Year Application Form. This allows them to express up to three preferences. By agreement with its schools, the admission of all students to Blackpool schools will be co-ordinated by the Local Authority.

In-Year Fair Access Protocol (IYFA)

South Shore Academy follows the Council's In-Year Fair Access Protocol to ensure that access to education is secured quickly for children who have complex needs and / or are considered vulnerable. It operates outside of the usual admission processes and can allocate places to year groups which are already full or oversubscribed. IYFA applies to Blackpool resident children without schools places who meet the criteria as detailed on Blackpool Council School Admissions website.

Appendix A:

In Year Admission to South Shore Academy

Once a student has been accepted to South Shore Academy the following protocol will take place:

Admissions Process

- A parent/carer who wants a place for their child at South Shore Academy will be required to complete a Request for Admission form. This can be obtained from any of the following:
 - South Shore Academy Reception
 - Blackpool Council offices
 - Blackpool Council website
- The completed form is returned to Blackpool Council.
- Where a student has specific needs or difficulties, places will be allocated through the Blackpool "In Year Fair Admissions Protocol", of which South Shore Academy is a member.
- Once South Shore Academy has been informed that a named student has been allocated a place, it will implement procedures to ensure a smooth admission and transition.
- South Shore Academy will contact the previous school/academy attended (if applicable) and send a request for information relating to:
 - Prior Attainment.
 - Attendance Record.
 - Behaviour Record / Log History for the named student.
 - SEN status/need and previous support/provision.
- On receiving all requested and relevant information, an admissions discussion is arranged with the student, parent/carer, admission team and appropriate member of SLT and/or other relevant bodies.
- Admissions discussions times and dates vary dependent on demand for places and the number of students referred.

A South Shore Academy Admission Form is completed to collect the following information:

- Prior attendance data.
- Prior attainment data.
- Details of any special educational needs, including EAL needs.
- Any other specific needs the student has, including those that would make the student vulnerable.
- Relevant Safeguarding information – private fostering situation, LAC.
- Proof of identification in the form of a passport/birth certificate or Identity card for both student and parent/carer.
- Proof of the student's date of birth.
- Student's ethnicity/religion
- Student's medical history and relevant doctor's details.

The following information is given to the parents/carers and student:

- Home School agreement
- Uniform requirements.
- Academy Behaviour Policy.

- Academy routines, expectations and standards.
- Details of how the student will be supported through the admissions process and beyond.

Parents/Carers will be asked to provide consent for the following (which is fully protected under the Data Protection Act):

- A photograph of the student to be taken for ID purposes.

Post Admissions Appointment Procedure

Prior to this date, if all the information above has been available, the following will have been completed by admissions staff and appropriate SLT:

- The student information will have been entered into the Academy SIMS system.
- A student timetable will have been generated.
- Academic targets will have been generated.
- Academy staff will have been informed of the details of the student to aid integration into lessons.

Protocols for Student's First Day/Week

- The new student will arrive on an agreed date at the start of the Academy day to be greeted and admitted into the Academy by the Pastoral Leader and uniform checked.
- An initial tour of the Academy will be conducted and the student's timetable issued to him/her.
- During their first week, the new student will be paired up with a 'Buddy' by the Pastoral Lead, usually someone within the same form group to help the newly admitted student to settle quickly and to become a fully integrated member of the Academy community.
- Students identified as having SEND needs, will be referred to the SENDCO for assessment of need, after admission background information has been compiled as outlined above.
- Students who are classed as International New Arrivals will be referred to the EAL coordinator for additional testing and assessment of language needs as outlined above.
- Students with specific SEND or EAL needs will have a personalised induction into the Academy to best support their specific needs.

Monitoring

- During the initial phase, the Pastoral Lead will meet with the new student at the end of the first day and will conduct a formal meeting the end of the first week.
- At the end of the first week, parents/carers will be contacted to report back and discuss any issues of concern arising from the student's first week in the Academy.
- If a student has not settled well, the Pastoral Lead will arrange a meeting with the parent/carer to agree the actions needed to ensure the student is able to integrate into Academy life and realise their full potential. This may include identification of other relevant agencies to be involved in supporting the student and the production of a Pastoral Support Plan.

Managed moves

All students with current school places within the district authority will be offered a managed move as opposed to a straight forward school admission. This will include:

- A meeting with parents/student and a representative from the previous school.
- The collation of previous school data on attainment, behaviour, attendance and any SEND information.
- Parents/students/school will be asked to sign Appendix 2 – outlining the expectations of the academy and the timeframe to which the managed move will be reviewed (usually one half term).
- Assessment of need will be identical to an in year admission in line with the Academy in year admission process described above.