



The Chalfont Valley E-ACT ACADEMY ADMISSIONS CRITERIA
(To be read in conjunction with the Chalfont Valley E-ACT Academy Admissions Annex 1 at the end of this document)

INTRODUCTION

This admissions policy is for a new 3-11 co-educational Academy in Buckinghamshire. The Chalfont Valley E-ACT Academy will replace Bell Lane Combined School and will open in September 2012, with the current pupils. The Academy will open in existing buildings formerly occupied by Bell Lane Combined School.

All admission arrangements are administered through the Academy, but are subject to any constraints upon the Academy by the Buckinghamshire County Council Co-ordinated Admissions Scheme.

PROCEDURES FOR ADMITTING PUPILS TO THE ACADEMY

Admission numbers

The Academy will have a planned capacity of 210 4-11 pupils, plus Nursery provision of a maximum of 26. It is the duty of governors to comply with Infant Class Regulations at Key Stage 1. The Academy has the following agreed admission number for the year 2012/2013 and subsequent years:

- a. 30 pupils in Year R

Process for application

Arrangements for applications for places at Academy will be made in accordance with the Buckinghamshire County Council's (the LA's) co-ordinated admission scheme and can be made online or on the LA's Common Application Form. Applicants from outside Buckinghamshire will need to use their 'home' local authority application process.

The Academy will use the LA's scheme to determine the timeline for applications.

By September - The Academy will publish a prospectus and provide information about the arrangements for admission, including oversubscription. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy

10 Working Days from Offer date – Deadline for return of acceptances

OVER-SUBSCRIPTION CRITERIA

Where there are more applications than places available at the Academy, allocations will be made in the following order of priority as set out in sections 1, 2, 3 and 4 below.

Initial allocations will involve only those applications received by the published closing date and accepted as 'on time'. Priority is not given to first preferences. The local authority will aim to meet the highest preference possible for every applicant by ensuring that application of the published oversubscription criteria equally to all applications for a school.

Pupils with statements of special educational need are considered before any other group.

1. Children in Care

Children in care are children who are in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989.

2. Siblings

Where there are siblings in attendance at the Academy, who will still be on roll in the year of entry.

- Sibling refers to brother or sister, half brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as that sibling. The governing body reserves the right to give special consideration to twins or triplets etc to prevent breaking the sibling link. However, the governing body must comply with maximum class size of 30 children.

3. Geography

Pupils living closest to the Academy as measured in a direct line from the home address to the Academy.

- The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child regularly lives at more than one address the local authority have to reach a conclusion about which should be counted as the main address when allocating places. This will normally be the address where the Child Benefit is paid and where the child is registered with a doctor.

Home to school distances will be measured in a direct line from a point on the home address as held by the Local authority to a central point within the main school building using the Local authority's computerised mapping system.

4. Medical needs

Pupils with exceptional medical needs which can only be met at this school supported by evidence as set out in the County Scheme.

Tie-breaks

Where there are more applications than vacancies remaining within a particular category, siblings will be given priority. Then a direct line distance from home to the Academy will be used as a tie-break.

Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the preferred school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots. Any offer of a place determined by

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random allocation will be overseen by a member of staff from the Legal Division of Buckinghamshire County Council.

Distances will be measured in a straight line from the child's home address to the Academy, using the Local authority's computerised measuring system.

Special Educational Needs

Pupils with Statements of Special Educational Needs follow the transfer arrangements set out in the SEN Code of Practice and associated regulations and are not subject to the general admission arrangements.

OPERATION OF WAITING LISTS

The Academy will maintain a waiting list for each year group. Where, in any year, the Chalfont Valley E-ACT Academy receives more applications for places than there are places available, a waiting list will be maintained. Any parent can ask for his or her child's name to be placed on the waiting list.

An applicant's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

In- year applications

An application must be completed for In-year applications. This can be made using the LA's on-line application form. Alternatively an in-year common preference form, available from the Academy or the local authority can be completed and returned to the LA's Admissions Team for admission to the Academy outside the normal admissions round. All requests will be considered by the Governors who will inform the local authority whether or not a place can be offered.

1. The Governing Body will usually admit pupils where there are more vacancies than applicants, subject to paragraph 3.32 of the School Admissions Code
2. The Governing Body will apply the oversubscription criteria where there are more applicants than vacancies

The local authority will then send a letter to parents. If more applications are received than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down are entitled to appeal. The Academy will hold a waiting list for in-year admissions.

There will be a right of appeal to the independent appeal panel for unsuccessful applicants.

In the event of the Academy refusing to admit a student for any reason, and there is a subsequent appeal, the Academy will state the case for refusal to the Appeal's Panel. Should the student win that appeal under section 94(6) of the SSFA 1998, the student would then be taken onto the roll of the Academy.

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ARRANGEMENT FOR APPEALS PANELS

Parents will have the right of appeal to an independent appeal panel if they are dissatisfied with an admission decision of the Academy. The appeal panel will be independent of the Academy. The arrangements for appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The decision of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties.

The Academy has prepared guidance for parents about how the appeals process will work and a named contact. Details of the appeal process are sent out with all refusal letters.

This policy will be reviewed in line with Regulations and the Local authority will be consulted about any changes.

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ANNEX 1

THE ADMISSION OF PUPILS TO THE Chalfont Valley E-ACT Academy, Buckinghamshire

GENERAL

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Company.
2. The Company will act in accordance with, and will ensure that an Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the Directors of the Company.
3. Notwithstanding the generality of paragraph 2 of this Annex 1, the Company will take part in any mandatory Admissions Forum set up by the local authority (“LA”) in which they are situated and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by the LA and the local Fair Access Protocol.
4. Notwithstanding any provision in this Agreement, the Secretary of State may:
 - (a) direct the Company to admit a named pupil to the Chalfont Valley E-ACT Academy on application from an LA. This will include complying with a School Attendance Order¹. Before doing so the Secretary of State will consult the Company.
 - (b) direct the Company to admit a named pupil to the Chalfont Valley E-ACT Academy if the Company has failed to act in accordance with this Annex or has otherwise failed to comply with applicable admissions and equalities legislation or the provisions of the Codes.
 - (c) direct the Company to amend its admission arrangements where they fail to comply with the School Admission Code or the Admission Appeals Code.

¹ Local authorities are able to issue school attendance orders if a child is not attending school. These are legally binding upon parents. Such an order might, for instance, be appropriate where a child has a place at an Academy but his/her parents are refusing to send him/her to school. The order will require a parent to ensure his/her child attends a specified school.

5. The Company shall ensure that parents and ‘relevant children²’ will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Company. The Independent Appeal Panel will be independent of the Company. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

Relevant Area

6. Subject to paragraph 7, the meaning of “Relevant Area” for the purposes of consultation requirements in relation to admission arrangements is that determined by the local authority for maintained schools in the area in accordance with the Education (Relevant Areas for Consultation on Admission Arrangements) Regulations 1999.

7. If the Academy does not consider the relevant area determined by the local authority for the maintained schools in the area to be appropriate, it must apply to the Secretary of State by 1 August for a determination of the appropriate relevant area for the Academy, setting out the reasons for this view. The Secretary of State will consider the Academy and its LA in which the Academy is situated in reaching a decision

Requirement to admit pupils

8. Pupils on roll in any predecessor maintained or independent school will transfer automatically to the Academy on opening. All children already offered a place at any predecessor school will be admitted.

9. The Academy will:

- a. Subject to its right of appeal to the Secretary of State in relation to a named pupil, admit all pupils with a statement of special educational needs naming the Academy;
- b. Adopt admission oversubscription criteria that give highest priority to looked after children, in accordance with the relevant provisions of the School Admissions Code.

Oversubscription criteria, admission number, consultation, determination and objections.

10. The Academy admission arrangements will include oversubscription criteria, and an admission number for each relevant age group³. The Academy will consult on its admission arrangements and determine them in line with requirements within the School Admissions Code.

² ‘relevant children’ means:

- a) in the case of appeals for entry to a sixth form, the child, and;
- b) in any other case, children who are above compulsory school age, or will be above compulsory school age by the time they start to receive education at the school.

³ ‘Relevant age group’ means normal point of admission to the school; for example, year R, Year 7 and Year 12.

11. The Young People's Learning Agency (YPLA) may consider objections on the Secretary of State's behalf. The Academy Trust should therefore make it clear, when determining the Academy's admission arrangements, that objections should be submitted to the YPLA.

12. A determination of an objection by the YPLA on behalf of the Secretary of State, or by the Secretary of State will be binding upon the Academy.

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