

# ADMISSIONS POLICY

**Last Reviewed:** July 2009  
**Next Review:** July 2010  
**Responsible:** A. Hemmings

## I. PROCESS OF APPLICATION

Arrangements for applications for places at Bushey Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant local authority.

## 2. PROCEDURES WHERE BUSHEY ACADEMY IS OVERSUBSCRIBED

### 2.1. Admission Criteria

Where the number of applications for admission is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of students with statements of Special Educational Needs where the Bushey Academy is named on the statement, the criteria will be applied in the order in which they are set out below:

- i. Children who are looked after by a local authority in accordance with Section 22 of the Children Act 1989 at the date of the relevant application for admission is made and who the local authority has confirmed will continue to be looked after by it in accordance with the said section at the time they are admitted to the Academy.
- ii. Students for whom it is essential to be admitted to the Academy because of special circumstances to do with significant medical or social needs. The Application will need to be supported by a letter from a hospital consultant, social worker or similar professional. "The information should demonstrate why the Academy is the only school able to meet the child's specific needs".
- iii. Students who, on the date of admission, will have a sibling (i.e. a natural brother or sister, or a half brother or sister, or a legally adopted brother or sister or half-brother or sister, or step brother or sister who will be living with them at the same address at the date of their entry to the Academy) on the roll of the Academy. (Proof of the sibling relationship will be required if a place is offered)
- iv. The remaining places will be offered to students with the nearest distance measurement on the basis of proximity; i.e. students who live the nearest distance at the close of the Hertfordshire County Council (HCC) admission late application date. Home to Academy distance will be measured as shortest designated route between the student's home to the Academy main entrance on London Road. Where a student lives for a part of each week at different addresses, the "home" address will be the one taken from the Common Application Form (proof of residency will be required if a place is offered).

### 2.2. Tie Break

#### 2.2.1. Siblings

In the event of a tie break under the sibling criterion, (iv) will be used as a tie break.

#### 2.2.2. *Distance*

In the event of a tie break under the distance criterion, random allocation will be used.

#### 2.2.3. *Multiple Births*

Children from multiple births will be considered under the admissions criteria as individual children

### **3. POST 16 ADMISSION CRITERIA**

- 3.1. The Bushey Academy operates a Sixth Form for a total of 300 students. 150 places overall will be available in year 12 (the year 12 'capacity') for its own students progressing from year 11. The Academy will not admit external applicants unless it is undersubscribed by students progressing from its own Year 11 and in such circumstances it will apply the same academic entry requirements as it does to students already on roll in the Academy and, if a tie-break is necessary to determine who is admitted, it will apply the oversubscription criteria.
- 3.2. The Academy will publish, at the beginning of the academic year prior to admission (e.g. September 2009 for those seeking admission on September 2010), specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and external transfers.
- 3.3. If the sixth form is oversubscribed with internal applicants, the oversubscription criteria will be used as a tie break.
- 3.4. There will be a right of appeal to an Independent Appeals Panel for internal students refused transfer and external applicants refused admission.

### **4. OPERATION OF WAITING LISTS**

- 4.1. Subject to any provisions regarding waiting lists in HCC's co-ordinated admission scheme, the Academy will operate a waiting list for each year group. Where in any year Bushey Academy receives more applications for places than there are places available, a waiting list will operate from the date specified within HCC's co-ordinated scheme as the end co-ordination until the end of the Autumn Term of the new Academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 4.2. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **5. ARRANGEMENTS FOR ADMITTING STUDENTS TO OTHER YEAR GROUPS, INCLUDING REPLACING ANY STUDENTS WHO HAVE LEFT BUSHEY ACADEMY**

- 5.1. From 2011-2012 local authorities will co-ordinate admissions for in-year applications and for applications for year groups other than the normal point(s) of entry. This will not affect Academies' right to determine which applicants have priority for admission.
- 5.2. Subject to any provisions in the HCC's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy Trust will consider all such applications and if the year group applied for has a place available, admit the child unless one of the permitted reliefs apply. If more applications are received

than there are places available, the oversubscription criteria shall apply. Parents whose application is turned down shall be entitled to appeal.

## **6. ARRANGEMENTS FOR ADMISSION OF STUDENTS AS BUSHEY ACADEMY BUILDS TO ITS FULL CAPACITY**

- 6.1. The Bushey Academy will open on 1 September 2009 with a Published Admission Number relating solely to students in Year 7. Students in subsequent Years will have been transferred automatically from the predecessor school, Bushey Hal Foundation School, which will close on 31 August 2009.
- 6.2. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in Bushey Academy and the efficient use of resources.
- 6.3. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

Policy taken from Annex B.