



# **Admissions Policy 2014/15**

# Don Valley Academy 2014-15

Don Valley Academy is a member of the School Partnership Trust Academies (SPTA) group which operates a number of academies in the Yorkshire region.

Don Valley Academy will retain its close relationship with its local primary schools and intends to continue its existing priority arrangements for pupils on roll at local primary schools in its 2014-15 admission arrangements, details of which are shown below.

Don Valley Academy EAB will act as the Admissions Authority for the Academy as part of the co-ordinated scheme with the local authority. Following due consultation in accordance with the national Schools Admission Code, February 2012, the Governing Body of the Academy has agreed the following Admissions Policy for the academic year 2014-5.

**It should be noted that this policy relates only to the academic year 2014-15. There is no guarantee that the policy will not change for future years.**

The policy has been ratified by DMBC School Admissions and the Schools Adjudicator.

Parents of children in Year 6 can apply for a place in the Academy online via the local authority's website or on the authority's Common Application Form (CAF) which must be completed and returned as specified on the form. Only under exceptional circumstances will late applications be accepted for consideration at the same time as on-time applications – until 1 December. Any other late applications will only be considered after those which were submitted on time.

Parents living within the boundaries of different education authorities may still choose Don Valley Academy as a preferred secondary school but must complete the CAF provided by their local authority which will then pass on the information to the local authority in Doncaster.

There will be 224 places available for Year 7 in September 2014.

## **Allocation of places:**

- i) Children who have a statement of special educational needs which names the Academy will be allocated a place.
- ii) If the number of applications does not exceed the number of places available, all applicants will be granted a place at the Academy.
- iii) If there are more applications than available places (oversubscription), the following oversubscription criteria will be used to allocate places:

## **Criteria 1**

- a) Looked- after children and previously looked-after children. (see Note 1)
- b) Pupils without a statement but who have special educational needs, or with exceptional medical or mobility needs, which can only reasonably be met at Don Valley Academy. (see Note 2)

**Criteria 2**

Children with brothers or sisters who will be on roll in Years 7-11 at Don Valley Academy at the start of the academic year 2014-15. We can give priority for brothers and sisters only if they are living in the same house and we receive the application by the closing date (see Note 3).

**Criteria 3**

Children who, at the time of application, are on roll at the Don Valley primary partner schools. These are:

Bentley New Village Primary  
Bentley High Street Primary  
Sunnyfields Primary  
Toll Bar Primary  
Castle Hills Primary  
Arksey Primary  
Kirkby Avenue Primary

**Criteria 4**

Children who do not qualify under criteria 1-3, but for whom Don Valley Academy is the nearest High School. (See notes 4, 5 and 6)

**Criteria 5**

Any other children.

**Tie break**

Within each criterion, if there is oversubscription, remaining places available will be allocated according to distance. Children living closest to the Academy will, therefore, be allocated a place before those who live further away. (See notes 4, 5 and 6). Should two or more children still be tied for a single available place, the drawing of lots will be used to decide the case.

**Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, on 3<sup>rd</sup> March 2014, the local authority will make the formal offer of a place to parents or carers on behalf of the Governing Body of the Academy. Parents must contact the Academy by telephone or letter by 31 March 2014 to either accept or reject the offer of a place. After this date parents will be contacted by letter with a reminder. Should they still not respond within a further three weeks from the date of the letter, the offer of a place may be withdrawn. This will in no way affect parents' right to appeal for a place at another school.

In the case of in-year offers of a place, the child must start at the Academy within four weeks of receipt of the offer letter. Parents cannot defer the start date as this could have the effect of denying another child a place.

**Fraudulent or misleading information**

Where an offer of a place is found to be based on a fraudulently or intentionally misleading application which effectively denied a place to another child, the offer of the place will be withdrawn. In determining whether to withdraw the offer of a place, the governors will take

into account the length of time, if any, which the child has been attending the school. Parents would be informed of their right of appeal.

### **Appeals procedure**

Parents who want to appeal against the local authority's or Academy governors' decision not to offer their child a place at the Academy must appeal directly to the Academy. Appeals should be addressed in writing to the Admissions Officer at the Academy within 20 school days of receiving the decision letter. The envelope should be clearly marked "Admission Appeal". The appeal will be heard within 40 school days of receipt of the application by the clerk.

Don Valley Academy uses the local authority's school appeals service which will make all the arrangements. The appeal will be heard by an independent appeals panel. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. This will include a final deadline for submitting any additional information. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

### **Waiting list for the incoming Year 7**

Unsuccessful applicants will have the opportunity to ask for their child's name to be added to a waiting list which will be compiled in accordance with the tie break arrangements. Any places which become available will be filled from the waiting list.

Criteria for updating and applying the waiting list will be those as outlined by the local authority in their booklet "Starting Secondary School in Doncaster – a guide for parents and carers 2014 – 2015". It should be noted that a child's position on the list can move up or down at any time, for example by children moving into the area who qualify for a higher criteria or by parents deciding to remove their child's name from the waiting list.

If a child has been placed on the waiting list, parents will be informed and in September asked to confirm that they wish to leave their child's name on the list, which will be retained until the end of the autumn term.

### **Details and explanations**

#### Note 1

Children who have been adopted from local authority care, children with a residency order and those with special guardianship immediately following being Looked After will all be included within the higher priority for looked-after children (criteria 1a).

#### Note 2

Applications in this category must be supported by a statement in writing from a doctor or other relevant professional. This is necessary as you will be asking the Governors of the Academy to assess your child as having a stronger case than other children. Each case will be considered on its merits. To receive this assistance you must contact the SEN Assessment and Provision Service on 3951035.

#### Note 3

For these purposes, brothers and sisters must be living at the same address as the child for whom a place is being requested. This also includes children living with the family. For example, foster children and stepchildren are also included. The definition does not include cousins or families sharing a house.

#### Note 4

The distance between home and the Academy is measured as a straight line between the centre of the Academy and the home. For this purpose we shall apply the distances provided by a national computer system, which is the method of measurement used by the local authority.

#### Note 5

If the school has to move to a temporary site for any reason, such as the building being damaged by a fire, we will base our distance measurements on the school's permanent site.

#### Note 6

For admission purposes, the home address is where the child usually lives with their parent or carer. If a child spends time at the home of more than one parent or carer, we shall use for allocation purposes the home where s/he spends most nights Sunday – Friday. Parents or carers must not give the address of a child-minder or relative. When we make an offer, we assume the child's address will be the same in the following September as the one we have on record. If there is a plan to move house, parents must still give the current address. If parents move after the deadline for submission of the preference form in October, they must inform the Academy and the local authority of the new address.

#### Note 7

Further information is available in the Academy booklet:

“Starting at Don Valley Academy – guidance for parents and carers.”

The booklet will be available at the Academy Open Evening in October 2014 or on request from the same date.

### **In-Year applications**

From September 2013 parents will be able to apply directly to the Academy at any time for an in-year transfer. The admissions team of Don Valley Academy will notify parents of the procedure and outcome of the application. An application form is available from the Academy.

If more than one application has been received and only one place is available, the criteria given in this admissions policy will be used to make a decision.

Where a family has moved into the area from abroad, another part of the country or city, and the child is effectively out of education, the application will be considered for an immediate start in the Academy, if there is a place available.

Where parents simply wish for their child to change schools, the application may be considered for the start of the following term.

For all in-year applications, please contact the Academy

### **Fair access protocol**

As part of the co-ordinated admissions arrangements with the local authority the Academy may accept hard-to-place pupils onto the school roll from time to time in accordance with the In-Year Fair Access agreement. These are special cases arranged outside the boundaries of this admissions policy.

## **Sixth Form Admissions**

We have separate admission arrangements for the Sixth Form. If you would like a copy of the Academy's Sixth Form brochure as well as any further information, please contact the Director of Sixth Form at the Academy.