##

**Paignton Community & Sports Academy**

### **ADMISSIONS POLICY FOR SEPTEMBER 2015**

##

Reviewed and updated by Prospects Academies Trust: March 2014

Next Review due: March 2016

**Introduction**

1. The admission authority for Paignton Community and Sports Academy (the Academy) is Prospects Academies Trust.
2. Prospects Academies Trust is a Multi-Academy Trust. Two primary schools in Torbay also belong the Trust: Curledge Street Primary Academy and Kings Ash Primary Academy.
3. The Admission Policies for all three schools is the responsibility of the Board of Directors of Prospects Academies Trust, though in practice the operation of the policies is delegated to the relevant Local Governing Body of each Academy.
4. The purpose of the policy is to ensure all places at each Academy are allocated and offered in an open and fair way.

**Paignton Community and Sports Academy**

1. The Academy will admit up to 300 pupils in Year 7. This is its Published Admission Number (PAN).
2. In line with the Schools Admission Code, the Academy will participate in the coordinated admissions scheme for Torbay LA and provide the LA with the information it needs to co-ordinate admissions by the dates agreed within the scheme. Key dates for admission to Paignton Community and Sports Academy in September 2015 are set out at the end of this policy [dates are still under consultation]
3. If the Academy receives 300 or less applications to join year 7 in September 2015 it will admit all students.
4. In the event that more than 300 students apply it will operate the following Over-subscription Criteria

**Over-subscription Criteria**

1. Children with a statement of Special Educational Needs which names the Academy on the Statement will have automatic entitlement to a place at the Academy.
2. Looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
3. Children living in the designated area who will have a sibling attending the academy at the time of application.
4. Other children living in the designated area.
5. Children living outside the designated area who will have a sibling attending the academy at the time of application.
6. Children living outside the designated area.
7. Should it be necessary to further distinguish between applications within any of these categories, priority will be given to those living closest to the school. Measurements are taken by a straightline distance using the Council’s electronic mapping system - the shorter the distance the higher the priority. Measurements will be taken from an internal point of the building concerned (usually the visual centre of the building). In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by lot.
8. Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the same school, including offering place(s) above the Published Admission Number (PAN) wherever possible. Where that is not possible parents will be invited to decide which of the children should be allocated the available place(s). Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the ‘sibling’ criteria.

**Definitions**

1. Siblings: children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
2. Home address: address of the person with parental responsibility for the child and with whom the child lives for the majority of the week, at the time of application. Where a child resides through shared custody, the address will be with the parent who receives child benefit.

**The Academy’s Admissions Panel**

1. The Academy’s Admissions Panel will consist of the Principal, Deputy Principal [determine which post], the designated Academy’s Admissions Officer, plus 3 members of the Local Governing Body of the Academy. This Panel will be responsible for the allocation of places the Academy and it is not possible for any individual member to allocate a place.

**Appeals Process**

1. If an applicant is not satisfied with the final outcome of the application process, and there are exceptional circumstances supporting an application for a place, then an appeal may be made. Applicants have the right to appeal, which may be exercised at their discretion, in accordance with the procedure laid down in the TIPS 2 booklet, obtainable from Paignton Community and Sports Academy, Waterleat Road, Paignton TQ3 3WA or the Torbay Independent Appeals Panel, c/o Democratic Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Enquiries can also be made to Children’s Services on 01803 208908.
2. The Appeals Panel, which is independent of the Academy and the LA will convene a meeting to determine the case. Parents are encouraged to attend this meeting. Parents cannot appeal again in the same academic year unless there have been significant and material changes in parents’ circumstances and that if they feel there are such circumstances they need to make a fresh application. The Panel’s decision is legally binding on the parents and the Academy.

**Local Authority’s Policy on School Transport**

1. Free transport maybe provided to the nearest school/academy where the LA can offer a place, provided the distance is beyond the statutory walking distance of three miles. If a parent/carer chooses to send their child to a school/academy which does not qualify for free transport, as explained above, the journey to the school/academy will be their responsibility. The distance measurement to determine which is nearest is measured as a straight line. Further details of transport arrangements can be obtained from the LA and are included in its TIPS 6 booklet.

**Discretionary Clothing Grant**

1. Students are expected to conform to the Academy’s uniform policy, which is published in the Academy Prospectus and on its website. For families in severe hardship, a discretionary clothing grant is available for exceptional cases, and further information should be sought from the Academy.

**KEY DATES FOR ADMISSION TO**

**PAIGNTON COMMUNITY & SPORTS ACADEMY**

**IN SEPTEMBER 2015**

1 September 2014 Torbay Council website opens for online applications

1 September 2014 Copies of TIPS 1 distributed

31 October 2014 Closing date for Common Application Forms

21 November 2014 LA sends pupil information to other admitting authorities

9 January 2015 Foundation/VA schools and academies return ranked lists

23 February 2015 Schools informed of allocation of pupils

2 March 2015 National Allocation Day:

 Allocation letters sent to parents by second class post

 Online applicants receive email notification of allocation

2 April 2015 Decisions on late applications

2 April 2015 Closing date for receipt of appeals

May/June 2015 Appeals

**Sixth Form Admission Criteria**

**Applying for places**

Students enter the Academy in Year 12 in the September after they reach the age of sixteen and leave at the end of Year 12 or Year 13 (depending on their course of study).

Sixth Form application forms will be available to students and parents at the Sixth Form Open Evening and on the school website. The deadline for receipt of applications will be advertised in the autumn term 2014. Applications received after this time will be treated as 'Late Applications'.

Applications received after the closing date are late and will be considered after applications with the same priority that were received on time

The admission requirements for Year 11 PCSA students and external students are 5 or more GCSEs at A\*-C and, in general, at least a GCSE grade B in subject choices for A’ Level courses and a GCSE Grade C for other courses.

Applicants must refer to the Sixth Form Prospectus available on the Academy’s website for information on specific course requirements before submitting their application.

Year 11 students on the roll of the Academy who do not submit ‘Late Applications’ will be deemed to have gained a place at the Sixth Form subject to them meeting the entrance requirements given above and in the Sixth Form Prospectus. It should be noted that this is an offer of a place, and not a specific course of study. The Academy reserves the right to withdraw courses that are undersubscribed and similarly to limit numbers of students on courses that are oversubscribed.

PCSA students who submit ‘Late Applications’ and subsequently satisfy the entrance requirements will similarly be deemed to have gained a place but acceptance on a particular course will only be considered after those who submitted on time.

External Students

The Academy welcomes applications from external students (students who have not studied previously in the Academy).

External students will be offered places subject to meeting the admission requirements. If there are more applications then places available students will be offered places in the order as outlined in ‘Oversubscription Criteria’ below. The remaining external applicants will be placed on a waiting list and offered places in strict order should places become available

**Acceptance of Places**

Formal acceptance of places takes place at the Enrolment Day in August (dates to be confirmed each year via the Academy’s website). Places not formally accepted on those dates will be assumed to have been declined.

**Oversubscription Criteria for PCSA Sixth Form**

In addition to those PCSA pupils continuing from Year 11, where applications exceed the number of places available, the following oversubscription criteria will be applied in order of priority set out below for applicants who meet the admission requirements:

1. Children looked after by a Local Authority (in line with section 22 of the Children Act) and previously looked after children who are now adopted;
2. Students closest to the school, measured in a straight line from the student’s home
3. Late Applications.