



**ARK GREENWICH FREE SCHOOL, ADAIR HOUSE, 403
SHOOTERS HILL ROAD, WOOLWICH, SE18 4LH**

**Admissions Policy relating to admissions to the academy
in the academic year 2019/20**

1. This document sets out the admission arrangements for Ark Greenwich Free School Academy (“the academy”). *The academy is a secondary school.*

The normal admissions round

2. The admission arrangements for the academy for the academic year 2019/20 and for subsequent years are set out below.
 - i. The academy has a Published Admission Number (PAN) for the following year groups:
Secondary (Year 7): 100
 - ii. The academy may set a higher or lower admission number than its PAN for any specific year. Before making any change to the agreed admission number, or a permanent change to its PAN the academy will in accordance with the provisions of the School Admissions Code 2014 notify the LA of the consent to such an arrangement of the Ark Board and the LGB. Where it is proposed to have a lower admission number the academy will consult as required by paragraphs 1.3 and 1.42 of the School Admissions Code.
 - iii. In accordance with its funding agreement the academy will also seek the consent of the Secretary of State to any permanent change to its PAN.

Consideration of applications

6. Arrangements for applications for places at the academy will be made in accordance with the relevant LA’s co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by the relevant LA.
7. The Academy Trust will use the LA’s timetable for applications to the academy each year (exact dates within the months may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements agreed following consultation, within the LA.
8. **For secondary applications:**
 - a) September – The academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2016 for admission in September 2017). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the academy.

- b) September/October – The academy will provide opportunities for parents/carers to visit the academy.
 - c) October – Common Application Form to be completed and returned to the relevant LA to administer.
 - d) December – The LA sends applications to the academy.
 - e) January – The academy sends list of pupils to be offered places to the LA; the academy or Ark Central will advise the LA of applicants who meet required admissions criteria where it has been necessary to verify this for them, e.g. distance measurement.
 - f) February – The LA applies the agreed scheme for its own schools, informing other LAs of offers to be made to their residents.
 - g) February – Determination of the next academic year’s admissions policy. This will be published on the academy’s website and sent to the LA by 15 March for inclusion in the composite prospectus.
 - h) March – Offers made to parents/carers by the LA.
9. After the admission of pupils with statements of Special Educational Needs or Education and Health Care Plans where the academy is named, the academy will consider all applications for places.
10. Where fewer applications are received than places available, the academy will offer places to all those who have applied.

PROCEDURES WHERE THE ACADEMY IS OVERSUBSCRIBED

Oversubscription criteria

3. If the number of applications for admission to the secondary school or sixth form is greater than the PAN, applications will be considered against the criteria and order set out below:
- a) Looked After Children and children who have been previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order ¹.
 - b) Children whose acute, established and documented medical or social needs justify a place at the school².
 - c) Children who at the time of the admission have a sibling who attends the academy. For this purpose, “sibling” means a whole, half or step-sibling or an adopted child resident at the same address.

¹ A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

² Ark Schools, the admissions authority, will decide whether this condition applies and parents will be responsible for providing supporting evidence from social workers, doctors, health advisors and other professionals of why the need means the child should be given a place at the academy rather than at any other local school. Parents will be responsible for submitting medical evidence and clearly identifying the implications for the child if they were not given a place at the academy by the national application deadline. Information received after this deadline will not be considered.

- d) Distance measurement – A child’s home will be the address at which the child normally resides and which has been notified to the academy and other relevant agencies as being the child’s normal place of residence.

Royal Borough of Greenwich measures distance on behalf of Ark Schools using straight line distance.

Tie breaker: If Ark Schools is unable to distinguish between applicants using the published criteria, including those who live in blocks of flats with the same building entrance, places will be offered via a random draw which will be supervised by someone independent of the academy

Note: In the case of multiple births or brothers and sisters in the same year group, where there is only one place available in the academy, all will be considered together as one application.

OPERATION OF WAITING LISTS

4. Subject to any provisions regarding waiting lists in the LA’s co-ordinated admission scheme, the academy will operate a waiting list. Where in any year the academy receives more applications for places than there are places available, a waiting list will operate until the end of the summer term. Thereafter, parents/carers will be written to asking if they wish for their child to remain on the waiting list. This will be maintained by the academy and it will be open to any parent/carer to ask for his or her child’s name to be placed on the waiting list following an unsuccessful application.
5. A child’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. When places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

ARRANGEMENTS FOR APPEAL PANELS

6. Parents/carers will have the right of appeal to an Independent Appeal Panel (“Appeal Panel”) if they are dissatisfied with an admission decision of the academy.
7. The Appeal Panel will be independent of the academy. The arrangements for appeals will be in line with the Appeals Code. The determination of the Appeal Panel will be made in accordance with the Code and will be binding on all parties. The academy will provide written guidance for parents/carers about how the appeals process works and will provide parents/carers with a named contact who can answer any queries parents/carers may have about the process.

APPLICATIONS FOR ADMISSION TO THE ACADEMY OUTSIDE THE NORMAL ADMISSIONS ROUND – IN-YEAR APPLICATIONS

8. In-year applications should be submitted to the academy, in line with the process detailed on the academy website.
9. Subject to any provisions in the LA’s published and agreed protocol on arrangements relating to applications submitted for years other than the normal year of entry, the academy will consider all such applications and if the year group applied for has a place available, admit the child.

10. If more applications are received than there are places available, the application will be refused. The academy will operate a waiting list for any year group which has received more applications than available places, see the section of this policy 'Operation of waiting lists' above. A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above.

Appeals against refusal of an in-year application

11. Parents/carers will have a right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the academy. Please refer to the school website for details of the appeals process for in-year applications.

ADMISSION OF CHILDREN OUTSIDE OF THEIR NORMAL AGE GROUP

12. Applications for children to be admitted to a school year outside of their chronological age group should be submitted to the home LA during normal round admissions, or to the academy as described regarding the in-year admissions process. Each application will be considered and decided by the academy on the individual circumstances of each case. Applicants should provide documentation in support of their application regardless of whether they are asking for the student to be admitted in a lower or higher year group. Applicants will be notified in writing of the decision. Unsuccessful applicants will be given the right to appeal.