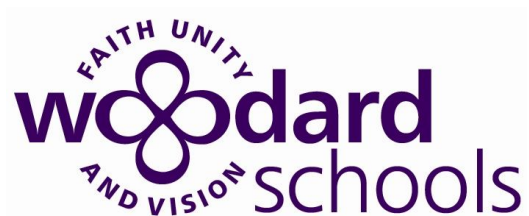


# Admission arrangements 2009/10

## The Littlehampton Academy



## ADMISSION ARRANGEMENTS APPROVED BY SECRETARY OF STATE

### Arrangements for admission to the Academy

1. The admission arrangements for the Littlehampton Academy for the year 2009/2010 and, subject to any changes approved or required by the Secretary of State, for subsequent years are set out below:

#### Admission numbers

- a) The Littlehampton Academy has an agreed admission number of 330 pupils to year 7.
- b) The Littlehampton Academy will admit 135 students to year 12. The number of external students admitted will be 135 minus the number of internal students who progress to the 6<sup>th</sup> form subject to achieving the required levels of attainment.
- c) The Littlehampton Academy will accordingly admit at least 330 pupils in the relevant age group each year if sufficient applications are received.
- d) The Littlehampton Academy may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, the Littlehampton Academy will consult those listed at paragraph 19 below. Pupils will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

### Process of application

2. Applications for places at the Academy will be made in accordance with the LA's co-ordinated admission arrangements and will be made on the Common Application Form (CAF) provided and administered by the West Sussex LA. The Littlehampton Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which, will fit in with the common timetable agreed by the Littlehampton Admissions Forum or LA.

**(Note The following is an example timetable:)**

- a) By September - The Littlehampton Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2008 for admission in September 2009). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school. The Littlehampton Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b) September/October - The Littlehampton Academy will provide opportunities for parents to visit the Academy;
- c) October/November – CAF to be completed and returned to the LA to administer
- d) LA sends applications to Academy

- e) Academy sends list of pupils to be offered places to LA
- f) February - LA applies agreed scheme for own schools, informing other LA's of offers to be made to their residents.
- g) 1<sup>st</sup> March offers made to parents.

### Consideration of applications

3. The Littlehampton Academy will consider all applications for places. Where fewer than the published admission number for any relevant age group are received, the Littlehampton Academy will offer places to all those who have applied.

### Procedures where the Littlehampton Academy is oversubscribed for admission to years 7 & 12

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

- a) children in public care;
- b) pupils who, after objective assessment by the Academy Governing Body of evidence and endorsement by the LA, demonstrate exceptional and compelling social, psychological or medical grounds. The Academy will only consider applications that have been endorsed by West Sussex LA from applications made on the CAF. (The CAF needs to be supported by written evidence from a registered health professional e.g. a doctor or social worker).
- c) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission all of whom live within the catchment area; (**Note:** *The term 'sibling' is defined as a brother or sister or step-brother or step-sister where the children are living together in the same family home* )
- d) admission of pupils who live within the catchment area on the basis of proximity to the school using straight line measurement from the Ordnance Survey Address Point of the child's home to the Ordnance Survey grid reference of the school.
- e) admission of pupils whose siblings currently attend the school and who will continue to do so on the date of admission all of whom live outside the catchment area; (**Note:** *The term 'sibling' is defined as a brother or sister or step-brother or step-sister where the children are living together in the same family home* )
- f) admission of pupils who live outside the catchment area on the basis of proximity to the school using straight line measurement from the Ordnance Survey Address Point of the child's home to the Ordnance Survey grid reference of the school..

NB: Sibling priority will not be given for siblings in attendance at the Academy sixth form.

NB Subject to consultation with those in paragraph 19 in future years The Academy reserves the right to apply a banding system at its own discretion as part of the oversubscription criteria in order to achieve an intake that better reflects to range of abilities in its catchment area.

5. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

### **Arrangements for admission to post 16 provision**

6. The Littlehampton Academy will publish 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 and will be subject to consultation with those in paragraph 19. The oversubscription criteria for external applicants will be as described in paragraph 7.

7. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

### **Arrangements for admitting pupils to other year groups, including to replace any pupils who have left the Littlehampton Academy**

8. Subject to any provisions in the LA's co-ordinated admission 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 unless one of the permitted reliefs apply. If more applications are received than there are places available, the oversubscription criteria in paragraph 7a – f shall apply.

9. There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

10. The Littlehampton Academy will participate in West Sussex LA's In Year Fair Access Protocol

### **Arrangements for admission of pupils as the Littlehampton Academy builds to its full capacity**

11. The Littlehampton Academy will open on 1 September 2009 with a Published Admission Number relating solely to pupils in Year 7. Pupils in subsequent Years will have been transferred automatically from the predecessor school, Littlehampton Community School, which will close on 31 August 2009.

12. Admission to Year groups without a Published Admission Number will be based upon the size of teaching groups already existing in the Littlehampton Academy and the efficient use of resources.

13. There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants.

## **Operation of waiting lists for all year groups**

14. 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 Littlehampton Academy receives more applications for places than there are places available, a waiting list will operate until the end of the spring Term. This will be maintained by the Littlehampton Academy 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.

15. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 7a - f above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

## **II: ANNUAL PROCEDURES FOR DETERMINING ADMISSION ARRANGEMENTS**

### **Consultation**

16. The Littlehampton Academy will consult by 1 March each year on its proposed admission arrangements:

- a) West Sussex LA;
- b) The admission forum for West Sussex LA;
- c) Any other admission authorities for primary and secondary schools located within the relevant area for consultation set by the LA;
- d) Any other governing body for primary and secondary schools (as far as not falling within paragraph c)) located within the relevant area for consultation;
- e) Affected admission authorities in neighbouring LA areas;
- f) The Diocese of Chichester.

### **Publication of admission arrangements**

17. The Littlehampton Academy will publish its admission arrangements each year once these have been determined, by:

- a) copies being sent to the Statutory consultees in paragraph 19
- b) copies being sent to primary and secondary schools in West Sussex LA;
- c) copies being sent to the offices of West Sussex LA;
- d) copies being made available without charge on request from the Academy;
- e) copies being sent to public libraries in the area of West Sussex LA for the purposes of being made available at such libraries for reference by parents and other persons.

18. The published arrangements will set out:
- a) the name and address of the Academy and contact details;
  - b) a summary of the admissions policy, including oversubscription criteria (including any arrangements for admission to post-16 provision);
  - c) a statement of any religious affiliation;
  - d) numbers of places and applications for those places in the previous year; and
  - e) arrangements for hearing appeals.