



The Shared Learning Trust

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THE STOCKWOOD  
PARK ACADEMY

# The Stockwood Park Academy Admission Arrangements 2019-2020

Title: Admissions Policy 2019-20  
Reviewed by: The Board of Trustees  
Approved: February 2018  
Review date: Autumn 2019

## **Background to The Stockwood Park Academy**

The Stockwood Park Academy is part of The Shared Learning Trust, which currently also comprises The Chalk Hills Academy, The Linden Academy and The Vale Academy.

The Stockwood Park Academy is a co-educational, mixed-ability secondary school for children aged 11-18, situated within Luton Borough Council, located at its site on Rotherham Avenue, Luton.

The agreed admission number is 300 for the Year 7 intake in 2019-2020.

## **Admissions to The Stockwood Park Academy for 2019-2020**

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools and academies to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Educational Health and Care) plan that names the school.

The Stockwood Park Academy Admission arrangements 2019-2020 shall apply to applications made in the Academic year 2018/19 onwards, for admission to The Stockwood Park Academy in the Academic year 2019-2020.

For Year 7 applicants within the normal admissions round, applications for The Stockwood Park Academy for September 2019 onwards will be in accordance with the Luton Borough Council coordinated admissions arrangements and will be made on the common application form provided and administered by Luton Borough Council.

Where numbers of applications for year 7, or other year groups, exceed the published admission numbers the following oversubscription **rules** will apply in consecutive order:

### **Over subscription criteria**

#### **Rule 1. A 'looked after child'**

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 (section 22(1) of the Children Act 1989).

#### **Rule 2: Children of staff**

This refers to children of staff employed by The Stockwood Park Academy, who the academy reasonably considers has been recruited to fill a vacant post for which there is a demonstrable skill shortage and/or who have 2 or more years of service at the time of the application to The Stockwood Park Academy.

#### **Rule 3: Children who have siblings currently at The Stockwood Park Academy**

Siblings are defined as meaning two or more children who have at least one parent in common and/or who reside at the same house (as the child for whom the application is being made) from Monday to Friday.

To obtain a place under the sibling rule, the older sibling must still attend the school at the time the younger child joins the school. This means the older sibling must be in Year 7 to Year 12 at the time of application.

#### **Rule 4: Children who live in the Catchment Area.**

The Stockwood Park Academy will draw its students from the wards; Farley, Dallow, South, Biscot, High Town and Crawley. For admissions outside of these wards, rules five and six will apply.

#### **Rule 5: Children who attend the Trust's feeder primary schools.**

Applicants who have been on the admission roll at the close of the previous year of either of the designated feeder primary schools.

## **Rule 6: Shortest Distance**

Measured in a straight line from the main front entrance of the academy and the pupil's home address which is measured from a point identified on the Local Land and Property Gazetteer. Those who live closer to the school will be accorded higher priority.

The following named schools are regarded as feeder schools to The Stockwood Park Academy for the year 2019-2020.

- a. The Linden Academy
- b. The Vale Academy

In any situation where the application of the above (admission) rules results in a situation where there are more children with an equal right to admission to the academy than the number of available places, a distance tie-break will be used, giving priority for admission to the child living closest to the school. The tie break will be the distance from the school, measured in a straight line, using an approved computerised mapping system. Those living closer to the academy will be accorded the higher priority. The home address will be measured from a point at the address identified in the Local Land and Property Gazetteer to the school gate on Rotheram Avenue. Priority is not given within each criterion to children who meet other criteria.

## **Notes on the Admissions Arrangements:**

### **Application Form**

For admissions in 2019-2020 during the normal admission round, applications can be made on the common application form provided by the Local Authority in which you live. This should be returned to your Local Authority.

Applications for normal admissions at Year 7 for children living within the Central Bedfordshire Catchment area should be made to the Central Bedfordshire Local Authority.

Applications for normal admissions at Year 7 for children living within the Luton Catchment area should be made to the Luton Local Authority, who will in turn pass these onto the Central Bedfordshire Local Authority for processing.

Parents can express up to three preferences on the application form. The national closing date for the normal admission round for secondary school applications is 31<sup>st</sup> October 2018.

### **In Year Admissions**

In-Year admissions are applications to enter a year group that has either already started at the academy or is has expanded providing additional year group places. The Shared Learning Trust is responsible for co-ordinating all in-year applications for children wishing to access a Trust academy.

In year applications, which are outside the normal admission round which name The Stockwood Park Academy as a preference can be made on the form provided by the Local Authority and this should be forwarded direct to The Shared Learning Trust Admissions Dept, c/o The Chalk Hills Academy.

### **Late applications**

Application forms received after the closing date will not be considered in the initial allocation of places, except in very exceptional circumstances (i.e. if there is independent written evidence of exceptional medical, pastoral or compassionate grounds).

Where parents have submitted a transfer form before the closing date, but then seek to change their preference after the closing date, this late expression of preference will be treated as a "late" application and will not be considered in the initial allocation of places.

### Proof of residence

Applicants may be required to provide proof of address/residence. The Stockwood Park Academy regards a pupil's home address as where she or he spends the majority of the school week (Monday to Friday including nights) with his or her parents or legal guardian. The address of a childminder or family member who looks after the child before or after school cannot be used. The Governing Body reserves the right to seek verification from the Local Authority in which the home is situated.

### Fair Access Protocol

Priority may be given to the admission of challenging pupils in accordance with the In-Year Fair Access Protocol exercised by the Local Authority. Such placements take place outside the usual co-ordinated admission arrangements; this includes the admission of children above the planned admission number.

Admission numbers for 2019-2020 will be defined by year group as shown below:

Year Group	Planned admission number (PAN)
Year 7	300
Year 8	240
Year 9	270
Year 10	270
Year 11	270

Parents will be notified of the admission number for future years, with details published through the Local Authority and Trust web sites.

### Where fewer applications are received

The Stockwood Park Academy will consider all applications for places. Where fewer than the published admission number apply, the academy will offer places to all those who have applied.

The Stockwood Park Academy **may refuse admission** to particular applicants in cases where fewer than the published admission number have applied. The ability to refuse applications applies to applicants **who have been permanently excluded from two or more other schools**. The ability to refuse admission runs for a period of two years from the date of the last exclusion.

Exclusions, which took place before the child concerned reached compulsory school age, do not count for this purpose and this provision does not apply to:

- Children with Statements of Special Educational Needs (SEN) or EHC Plans.
- Children who were reinstated following a permanent exclusion
- Children who would have been reinstated following a permanent exclusion had it been practicable to do so.

### Twins

In the normal admission round The Stockwood Park Academy will admit over PAN to ensure twins/multiple birth children are not split if only one child is allocated an available place. If in such cases the PAN is exceeded, further admissions will be delayed until the roll returns to PAN.

### Offer of places

For Year 7 applicants within the normal admissions round letters notifying applicants of the outcome of their application or transfer request, will be sent to parents living within Luton via email (if they have applied on-line) or

via their child's junior or primary school. Children living outside Luton will receive their offer letters by first-class post or via their home LA's on-line system (if they have applied on-line) in accordance with the Luton Borough Council co-ordinated admissions arrangements on 1 March 2019.

Applicants to whom places are offered will be required to inform the Governing Body in writing of their decision whether to accept or reject the offer within 14 days of receipt of the offer.

For in year admissions for any year group, including Year 7, letters notifying applicants of the outcome of their application or transfer request, will be sent by first-class post by the Academy.

### **False information**

Where it is reasonably believed by The Stockwood Park Academy that an offer of a place has been made based on a fraudulent or intentionally misleading application, the offer of a place may be withdrawn.

### **Children with Statements of Special Educational Needs or EHC Plan**

A statement of Special Educational Need (SEN) is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for a named child. The Stockwood Park Academy will admit any child where it is named in the child's SEN/EHC Plan as the school to meet the child's needs.

### **Admission of Children Outside of Their Normal Age Group**

Parents seeking a place for their child outside of the chronological age group should submit their written case to the Trust. Parents should include information regarding the child's academic, social and emotional development; and whether they have previously been educated outside of their normal age group. If the child has been born prematurely, parents should include these details in their application. Applications will be discussed with the headteacher(s) of the preferred school(s) and other relevant professionals. The Trust will make a decision on the basis of the circumstances of each case and parents will be informed of the reasons for the decision in writing.

### **Post 16 Admissions**

The overall admission number for The Stockwood Park Academy Sixth Form comprising year groups 12 and 13 has been agreed as 250 for the intake in 2019-2020. The number of places available for applicants who are current year 11 pupils studying at The Stockwood Park Academy is 200 and the number of places available for external applicants is 50. The Academy cannot guarantee any applicant a place for a specific Sixth Form course.

A summary of the academic requirements for entry to sixth form courses is given below and are the same for students on roll in Year 11 at The Stockwood Park Academy and external applicants. More detailed information on the general and subject / course specific academic entry requirements for all students can be found within The Shared Learning Trust 6<sup>th</sup> form website, which should be consulted before making a formal application. Each application will be considered on an individual basis to ensure that the appropriate course is chosen for them. If either internal or external applicants fail to meet the minimum course requirements they may be given the option of pursuing an alternative course for which they meet the minimum academic requirements:

<b>A Levels:</b>	A minimum of 5 GCSEs including maths and English grades 9-4 minimum average GCSE score 4.2
<b>Level 3 Extended Certificate, Diploma or Extended Diploma:</b>	4 GCSEs at grades 9-4. maths and English grades 3
<b>2 A Levels and one Extended Certificate:</b>	A minimum of 5 GCSEs including maths and English grades 9-4 minimum average GCSE score 4.2
<b>Level 3 Diploma and 1 A level:</b>	A minimum of 5 GCSEs or equivalences including maths or English grades 9-4

<b>Level 3 Diploma and 1 Extended Certificate:</b>	A minimum of 5 GCSEs or equivalences grades 9-4
<b>3 Level 3 Extended Certificates:</b>	A minimum of 5 GCSEs or equivalences grades 9-4.

### Appeal Procedure

Applicants who are unsuccessful in being offered a place at The Stockwood Park Academy will be notified of their right to appeal to an Admission Appeals Panel. Parents can lodge an appeal by writing to the admissions clerk and setting out their grounds for appeal within 20 school days of receipt of the refusal letter.

Appeals in relation to applications will be heard within 40 school days of the appeal being lodged. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged.

The Admission Appeal Panel will decide the following in relation to an appeal:

Whether The Stockwood Park Academy admission arrangements (including the area's co-ordinated admission arrangements) comply with the mandatory requirements of the School Admissions Code, the School Admission Appeals Code and relevant admissions law as amended from time to time and in force at the time of the appeal (including part 3 of the School Standards and Framework Act 1998);

- a. Whether the arrangements were correctly and impartially applied;
- b. Whether the admission of another student would prejudice the efficient education and use of resources within the academy.

The Appeals Panel is independent of The Stockwood Park Academy and will exercise its discretion, balancing the degree of prejudice to The Stockwood Park Academy against the appellant's case for the child being admitted, before arriving at a decision.

The Stockwood Park Academy may, if it considers it appropriate, enter into an agreement with the Local Authority or any other external organisation for it to recruit, train and appoint appeal panel members, and also arrange for the appeals panel process to be administered and clerked independently from The Stockwood Park Academy.

Full details of the Admission Appeals Panel procedure will be sent to parents with the decision letter.

### Waiting list

In addition to the right to appeal, unsuccessful applicants for years 7-11 will be offered an opportunity to be placed on a waiting list. Parents who wish their child to be included on the waiting list must inform The Stockwood Park Academy in writing. The order of placement on the waiting list will be determined in accordance with the over-subscription criteria set out above, not in the order in which applications are received or added to the list.

If vacancies occur, places will be offered from the waiting list using the priority oversubscription criteria set out above with no account being taken of the length of time on the waiting list.

For the new school intake (Year 7) names will be held on the waiting list until 31 July 2020, however, applications received in the summer term 2020 will remain on the waiting list until July 2021. Parents will need to reapply for a place at their preferred school after this date if they wish their child's name to be carried forward on the waiting list.

For all other year groups, unsuccessful applications received from the start of the autumn term 2019 until the end of the spring term 2020 will be placed on a waiting list until 31 July 2020. Applications received from the start of the summer term 2020 to the end of the academic year will be placed on a waiting list until 31 July 2021.