



LANDAU  
FORTE  
ACADEMY  
AMINGTON

<b>Policy Name</b>	<b>Admissions Policy</b>
<b>Policy Number</b>	<b>AMN067</b>
<b>Date of Issue</b>	<b>February 2024</b>
<b>Author</b>	<b>Mark Roberts</b>
<b>Reviewed by</b>	<b>Andrew Deen</b>
<b>Date of next Review</b>	<b>February 2025</b>

## 1. Purpose of the Policy

This policy aims to:

- explain **how to apply** for a place at the school
- set out the school's **arrangements for allocating places to the pupils** who apply
- explain **how to appeal** against a decision not to offer your child a place

## 2. Policy Detail

### Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

### Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- in the care of a local authority, or
- being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- became subject to a child arrangements order, or
- became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

## **Allocation of Places**

1. October 2024 - The Academy will provide an opportunity for parents/carers and children to visit the Academy.
2. 31 October 2024 – Common Application Form to be completed by parent/carer and returned to the Staffordshire LA **not** the Academy.
3. Staffordshire LA sends a list of Landau Forte Academy, Amington's applications to the Academy.
4. The applicants are ranked against the admissions policy and over subscription criteria.
5. 1 March 2025 offers of places are made to parents.

## **Admission Number**

The school has an agreed admission number of 192 pupils for entry in Year 7.

## **Oversubscription Criteria**

All children whose statement of special educational needs (SEN) or education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Priority next will be given to children who live within the old Woodhouse catchment area.
3. Priority will next be given to children with siblings in attendance at the school and who will still be attending at the proposed admission date. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Priority will then be determined by how near home addresses are to the main gate of the school. This will be a straight line measurement as determined by the Local Authority School Admissions Team.

Where it is not possible to accommodate all pupils applying for places within a particular category then places will be allocated in accordance with the remaining criteria. If, for instance, all the catchment area children cannot be accommodated at the school, children who are catchment area children and satisfy category 3 will receive offers of a place.

## **Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the

school's front gates on Woodland Road. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

### **In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the Admissions Officer at the Landau Forte Academy Amington.

### **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Local Authority School Admissions Appeal Team.

The school's appeals timetable for September admission is as follows:

Offer of School Place from Local Authority	1 March (Prior to September Admission)
Parents wishing to Appeal should contact the Local Authority	From 1 March
Deadline for appeals	31 March
Notification of appeal date, time and venue	10 working days prior to appeal hearing
Deadline for evidence supporting the appeal	4 clear working days prior to the appeal date
Outcome of appeal	5 working days of the appeal date

### **Requests for Admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- parents' views
- information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- the Principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **Monitoring arrangements**

This policy will be reviewed and approved by the Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.



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<b>Date</b>	<b>February 2024</b>
<b>Change Made</b>	<b>Reviewed</b>
<b>Made By</b>	<b>Mr A Deen</b>