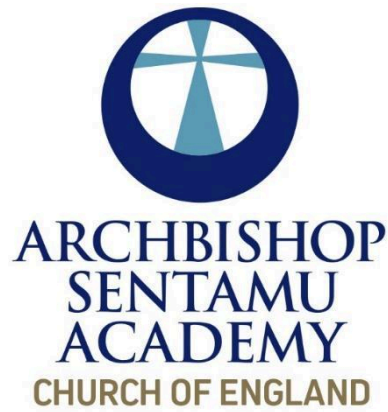




ADMISSIONS POLICY, 2024 - 2025 ARCHBISHOP SENTAMU ACADEMY

THIS POLICY APPLIES TO ARCHBISHOP SENTAMU ACADEMY ONLY

Please note: This policy complies with the requirements of the School Admissions Code 2021



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1. Christian Aims and Values

To lead the best life possible.

Our distinctively Christian vision is that everyone will be able to lead the best life possible, now and in the future. It is underpinned by the words of Jesus in John 10:10, which says “I have come that you may have life in all its fullness”.

This promise of life in all its fullness is lived out through our academy values of:

Respect

Rooted in the ‘Golden Rule’, Matthew 7:12 “Do unto others as you would have them do unto you”, our academy promotes strong and positive relationships, where all are included and valued, and can discover their unique worth.

Community

Rooted in the Parable of the Good Samaritan, serving others, in the classroom and beyond, is second nature. Our academy community is committed to serving the local and global community through learning, advocacy, charity and broader engagement.

Courage

Rooted in the Parable of the Lost Son, our academy is a place where everyone can build perseverance and resilience, in a culture where confidence can grow amongst students, and the courage to face and learn from failure and mistakes becomes a natural point of growth.

Wisdom

Rooted in the Parable of the Wise and Foolish Builders, our academy is a place where thoughtfulness, reflection and acquisition of knowledge is expected of everyone, regardless of their starting point.

2. Legislation and Statutory Requirements

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

- School Admissions Code¹
- School Admissions Appeals Code²

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 1998³.

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1001050/School_admissions_code_2021.pdf

² <https://www.gov.uk/government/publications/school-admissions-appeals-code>

³ <http://www.legislation.gov.uk/ukpga/1998/31/contents>

PROPOSED ADMISSION ARRANGEMENTS

3. Arrangements for admission to 11-16 Provision

Archbishop Sentamu Academy has a published admission number of 270 pupils for admission to Year 7.

The admission arrangements for the Archbishop Sentamu Academy for the year 2023/2024 and for subsequent years (subject to any changes approved following future consultation) are as follows:

4. Process of Application

Applications for places at the Academy will be made in accordance with the Local Authority's (LA's) co-ordinated admission arrangements and will be made on the Common Application Form provided and administered by Hull City Council. (A link to the form is also available on our website). It will use a timetable for applications each year, which, whenever possible, will fit in with the common timetable agreed by Hull City Council (please see Local Authority admissions booklet) and which will comply with the School Admissions' Code and the Academy's Funding Agreement.

- a. By September - The Archbishop Sentamu Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2023 for admission in September 2024). This will include details of open evenings and other opportunities for prospective pupils and their parents/carers to visit the Academy. The Academy will also provide information to the LA for inclusion in the composite prospectus, as required;
- b. October - application forms to be completed and returned to the LA to administer (the closing date for secondary school applications is the 31st October 2023 or nearest working day to this date in October for admission to Year 7 in September 2024). Applications received after the relevant closing date for applications may be treated as 'late' applications - and may be processed after all 'on-time' applications;
- c. February - LA applies an agreed scheme for its own schools, informing other LAs of offers to be made to their residents. The Academy applies its oversubscription criteria (see Paragraph 6 below);
- d. 1st March offers made to parents/carers by the LA.

Please note that we welcome visits by appointment from parents/carers at any time during the process.

5. Consideration of Applications

The Archbishop Sentamu Academy will admit all children with an Education, Health and Care Plan (EHCP) which names the school. If your child has any such EHCP, please contact your home Local Authority who will advise you on your options.

The Archbishop Sentamu Academy will consider all applications for places. Where fewer applications than the published admission number are received, the Academy will offer places to all those who have applied.

6. Procedures where the Archbishop Sentamu Academy is oversubscribed

Where the number of applications for admission is greater than the Published Admission Number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs or Education, Health and Care plans (EHCPs) where the Archbishop Sentamu Academy is named on the statement or EHCP, the criteria will be applied in the order in which they are set out below:

a. Children who are either currently or have previously been 'looked after'

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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).

- b. Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion must be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis (see 7 Note (i));
- c. Pupils attending Newland St John's Church of England Academy and St James' Church of England Academy (Heartwood Learning Trust primary schools);
- d. Pupils who have passed the sporting aptitude criteria outlined in [Appendix 2](#), to no more than ten percent of the total admissions intake (27 students). The Academy will seek to maintain this 10 percent balance in each year group, i.e. if a child originally admitted under criterion **d** subsequently leaves, the Academy reserves the right to admit a child under the admissions process using this criterion;
- e. Admission of pupils on the basis of proximity to the Academy **within Zone A**, please see [Appendix 1](#). Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address – see Paragraph 7 Note ii below);
- f. Admission of pupils who have one or more siblings currently attending the Academy and who will continue to do so on the date of admission (see Paragraph 7 Note ii below);
- g. Admission of pupils on the basis of proximity to the Academy **within Zone B**, please see [Appendix 1](#). Priority will be given to those living nearest the Academy (the distance measured is the shortest

available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address – see Paragraph 7 Note ii below)

- h. Any other pupils, with priority given to those living nearest the Academy (see Paragraph 7 Note ii below).
- i. Where in any category there are more applicants than there are places available, places will be allocated within that category on the basis of proximity to the Academy as set out at 6 (c) (e) and (g) above (see Note 7ii below). Final Tie-breaker - if proximity to the Academy does not distinguish between two or more applicants with equal priority for the remaining place, random allocation will be used as the final tie-breaker. This will be supervised by someone independent of the Academy.

There will be a right of appeal to an Independent Appeals' Panel for unsuccessful applicants. Parents/carers who wish to appeal should fill out a form available either on our website or at the Academy, and return it to the Academy addressed to the Chair of Governors. The Trust will then convene an independent review panel.

7. Notes

(i) Medical Factors:

Supporting evidence for applications under the provisions should set out the particular reasons why the Academy is the most suitable school for the pupil to attend and the difficulties it would cause if the pupil had to travel to another school. The Academy may make contact with the District Medical Officer for independent information regarding the medical factors in the application and may also seek advice from other qualified professionals or specialists where necessary.

(ii) Definition of Permanent Home Address:

You should consult your "home" local authority's guidance on what is the child's address for the purposes of your application, including which address should be used in situations of shared care. You may only use one address when making an application. This must be the address at which the parent/carer and child are ordinarily resident. We may check addresses against other records held by the Local Authority, in accordance with the authority's Data Protection Registration.

Addresses must be a permanent address. Addresses must not be those of relatives or temporary addresses such as staying with family or holiday accommodation. Where there is joint residence, the address used should be the address at which the child is resident for the majority of the school week. If this is evenly split, then parents/carers must jointly select one address and note only this address on the application, which will apply to all preferences. This address cannot then be changed later after an application has been submitted.

If false or misleading information is used to gain entry to the Academy, the offer of a place may be withdrawn.

(iii) Definition of ‘sibling’:

“Siblings” for the purposes of this policy refers to (a) children with the same natural parents living at the same address; (b) children with the same natural parents living at different addresses (eg due to separation of natural parents); (c) half- brothers/sisters living at the same address (d) step - brothers/sisters living at the same address (e) children living as part of the same family unit with their parents/guardians at the same address.

8. Operation of waiting lists

- a) 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 Archbishop Sentamu Academy receives more applications for places than there are places available, a waiting list will operate until 31st December at the end of the term after the admission date. This will be maintained by the Local Authority 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. Hull City Council give parents/ carers the opportunity to remain on the waiting list for the remainder of the academic year, if a request is received in writing.
- b) Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 6 a - i above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The date of application is not relevant to determining a child’s position on the waiting list.

9. In-year admissions

Archbishop Sentamu Academy participates in the Local Authority’s Co-ordinated Admission Scheme for in-year admissions. If parents/carers wish to apply for a school place, applications can be made at <https://www.hull.gov.uk/children-and-families/schools-and-education/school-transfers>.

After the Local Authority (LA) have received an application the LA determine whether a school place can be allocated at any of the parent’s/carer’s preferred schools. This will take an average of 15 school days. The LA will then write to the parents/carers to confirm whether a place has been allocated. This may take a little longer during busy periods.

Parents/carers who are not successful in obtaining a place following an in-year application received during the 2024/25 academic year will automatically be placed on the waiting list, which will be maintained until the end of the relevant academic year; at which point it will be deleted. In the event that you would like your child to be re-added to the waiting list for the following academic year, you must advise the academy’s Headteacher of this in writing.

Appeals

The Local Authority offer parents/carers the right to appeal if the LA cannot place their child at one of their preferred schools. An appeal form and guidance will be sent to the parent/carer with the letter confirming the outcome of the application.

Fair Access Protocol

Please note that the operation of this policy is subject to the Hull City Council's Fair Access Protocol and the relevant regulations relating to children who have been permanently excluded from two or more schools. The Fair Access Protocol is agreed with schools within the authority to ensure that - outside the normal admissions round - unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. It also requires local authorities to ensure that no school is required to take a disproportionate number of children with challenging behaviour. The Fair Access Protocol and relevant regulations will take priority over this policy and any established waiting lists.

10. Admission outside the child's normal age group:

Parents/carers may seek a place for their child outside of their normal age group, for example, if the child is gifted or talented or has experienced problems such as ill health. Parents/carers requesting admission out of the normal age group must put their request in writing, addressed to the Principal at the Academy, together with any supporting evidence that the parent/carer wishes to be taken into account. The Academy will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's/carers' views; any information provided 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; and, where applicable, whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Academy will also take account of the views of the Principal. When informing the parent/carer of their decision on the year group the child should be admitted to, the Academy will set out clearly the reasons for the decision.

Where the Academy agrees to a parent's/carers' request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the Academy) the local authority and the academy must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of the oversubscription criteria where applicable. The Academy must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents/carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the academy but it is not in their preferred age group.

11. Arrangements for admission to Post-16 provision:

- a. The Academy admits at Year 12;
- b. The Academy operates a Sixth Form for a total of 300 students (full-time equivalent), 150 of whom will be able to enrol in Year 12 (the Year 12 'capacity');
- c. The admission number for Year 12 is 150. This is the number of places that will be offered on an annual basis to eligible external applicants;

- d. If fewer than 135 (full-time equivalent) of the Academy's own Year 11 students transfer into Year 12, additional external students will be admitted until Year 12 meets its capacity of 150. If the Academy decides that it is able to admit above the published admission number, it will notify the local authority;
- e. To determine eligibility for admission, the Academy will publish specific criteria in relation to minimum academic entrance requirements for Year 12. The academic requirements will be based on GCSE grades or other measure of prior attainment. The Academy will also publish academic entry requirements for each course available based on GCSE grades or other measure of prior attainment. These criteria will be the same for internal and external transfers and will be published in its prospectus and on its website. Students meeting the minimum academic entry requirements but failing to meet the grades for their preferred course option will be offered alternative courses; information is available on the academy's website;
- f. If either internal or external applicants meet the minimum academic entry requirements but fail to meet the minimum course requirements, they will be given the option of pursuing any alternative course for which they do meet the minimum academic requirements;
- g. These academic entry requirements form part of the admission arrangements and so will be consulted upon and published in the Academy's prospectus and in the LA's admissions booklet;
- h. When the Year 12 is undersubscribed, all applicants for Year 12 meeting the minimum academic entry requirements will be admitted. All students on roll must either apply using the Common Application Process or complete the Sixth Form Application Form by the published date.

12. Procedures where the Archbishop Sentamu Academy is oversubscribed in relation to its Post-16 provision

Where the number of applications for admission from applicants meeting the minimum academic entry requirements is greater than the Published Admissions Number, applications will be considered against the criteria set out below:

(In connection with (a), (b) and (c) below, please see relevant comments at section 6 above)

- a. **Children who are either currently or have previously been 'looked after'**
A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. 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).
- b. Pupils with very exceptional medical and/or social factors directly relating to school placement. Applications under this criterion should be supported by written evidence from a doctor or other professional practitioner. Applications in this category will be considered on a case by case basis (see Paragraph 7 Note i below);

- c. Admission of pupils on the basis of proximity to the Academy. Priority will be given to those living nearest the Academy (the distance measured is the shortest available safe route for pedestrians using footpaths alongside roads marked on the current street map of the City from the main entrance to the Academy to the main entrance to the child's permanent address – see Paragraph 7 Note ii below).

There will be a right of appeal to an Independent Appeals' Panel for unsuccessful applicants and those existing Archbishop Sentamu Academy students refused progression into the Sixth Form. Parents/ carers who wish to appeal should fill out a form available either on our website or at the Academy, and return it to the Academy addressed to the Chair of Governors. The Trust will then arrange for an individual panel to be convened.

Post-16 provision procedures for oversubscription also follow the procedures outlined in Section 7 Notes (i) and (ii) and Section 8 Operation of Waiting Lists.

13. Annual Procedures for Determining Admission Arrangements

i. Consultation

The Archbishop Sentamu Academy will consult on proposed changes to its admission policy and arrangements, or if they have not been consulted on within the last 7 years, between the 1st October and the 31st January in accordance with the School Admissions Code.

The Academy will consult with:

- a. The York Diocesan Board of Education;
- b. Hull City Council;
- 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. Parents/carers.

ii. Publication of admission arrangements

The Archbishop Sentamu Academy will determine its admission arrangements by 28th February each year and will publish its admission arrangements each year once these have been determined, by:

- a. Copies being sent to primary and secondary schools in Kingston upon Hull LA;
- b. Copies being sent to the offices of Hull City Council;
- c. Copies being made available to the York Diocesan Board of Education;
- d. Copies being sent to public libraries in the area of Kingston upon Hull LA for the purposes of being made available at such libraries for reference by parents/carers and other persons;
- e. Publishing a copy on the Academy website.

iii. 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;
- c. A statement of any religious affiliation;
- d. Numbers of places and applications for those places in the previous year;
- e. Arrangements for hearing appeals.

14. Statement of Policy Review

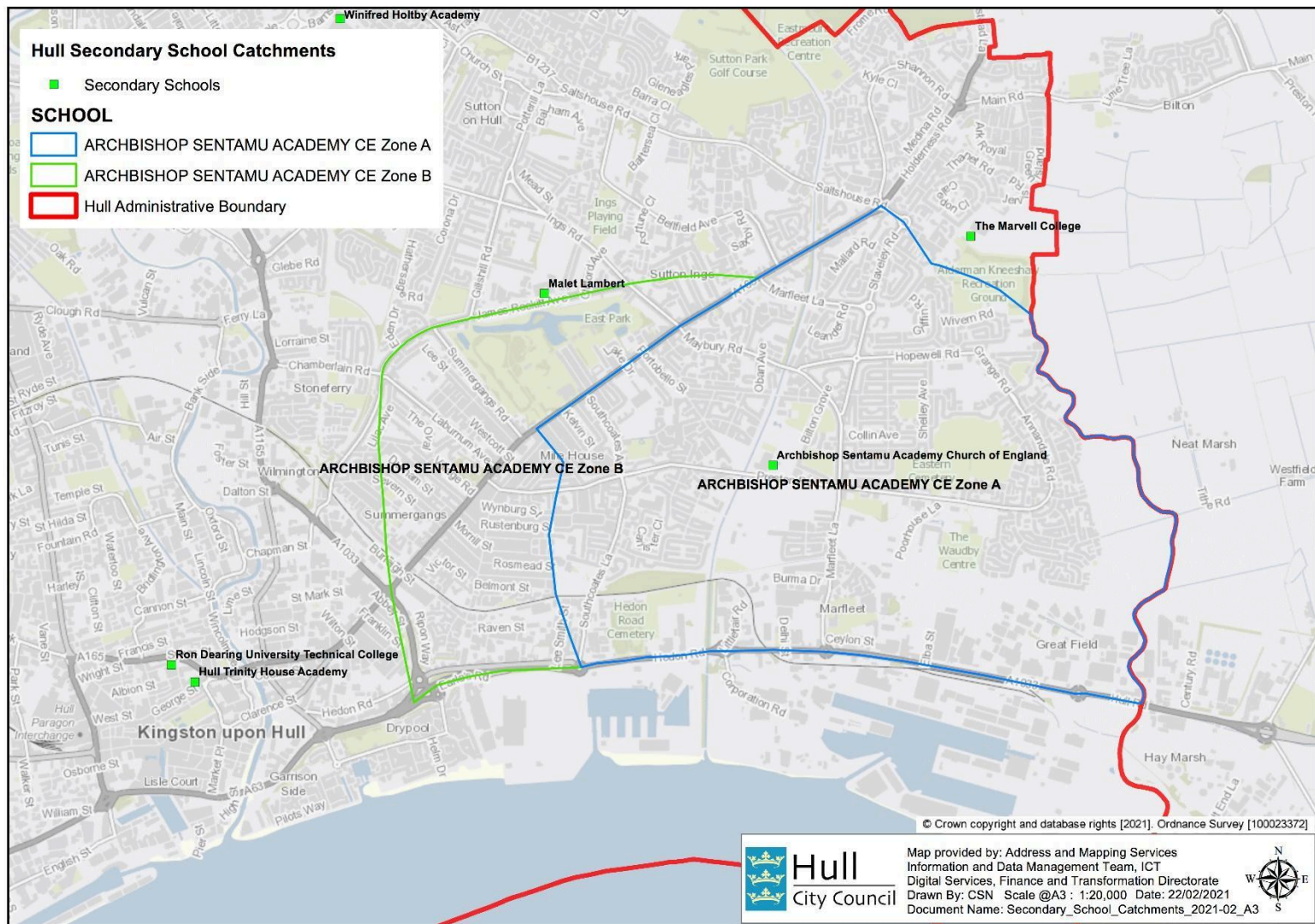
Heartwood Learning Trust's Board of Trustees will review and approve this policy each year.

Contact Details for Correspondence

The Chair of the Trust Board
Heartwood Learning Trust
c/o Rawcliffe Drive
Clifton (Without)
York
YO30 6ZS

01904 560053
<https://hlt.academy>

Appendix 1 - Catchment Area Map



Appendix 2 - Sporting Aptitude

Sporting aptitude testing will take place during October each year and 10 percent of students (27) will be admitted under this criterion (d).

If you would like your child to be considered under this criterion, please contact the academy at hello@asa.hlt.academy

Sporting aptitude testing will take place in October in the year prior to the student's admission (i.e October 2023 for admission September 2024).

Applicants with additional educational, medical needs, visual or hearing problems may be given concessions as the SEN team considers to be reasonable and appropriate. Please ensure that you inform us of these concessions.

Applicants will be invited to a Sporting Aptitude Assessment Day at the Academy during October where they will go through a range of fitness and motor skill tests, as well as a sport specific assessment. The exact date of the sporting aptitude test will be announced on our website and social media in the preceding September.

The Academy ensures that the tests for aptitude in sport are designed to test only for aptitude in sport and not for academic ability.

Distance from the Academy is not taken into consideration for the sporting aptitude criterion therefore we welcome applications from students who live both inside and outside the academy catchment areas.

The Academy will inform parents/carers and the LA of the outcome of aptitude tests before the closing date for secondary applications to be submitted on 31st October so as to allow parents/carers time to make an informed choice of preferred secondary school for their child.

The Sporting Aptitude Assessment will consist of assessments of a candidate's accuracy, agility, speed, endurance, hand-eye coordination, movement and limb power.

Each applicant will undertake the tests and, whilst no previous experience of any particular sport is required in order to take the tests, it is expected that the applicants wishing to apply under this criterion have a long-term interest in sport/physical education and would wish to participate in the sporting life of the Academy willingly and regularly should they be successful in gaining a place.

Specific Assessments Undertaken are listed below. For each of the assessments, students are divided into quintiles and then awarded a number of points from 1-5. 1 being the lowest quintile and 5 being the highest. These points are then aggregated to form the final ranking. The only exception to this is assessment X which is divided into terciles and students are awarded points from 1-3 to reflect the more subjective nature of this assessment by giving it a lower weighting in the overall ranking.

Students will be given a score out of 33 and ranked from highest to lowest. Students who rank the same will be further ranked by looking at the quintile score for each assessment in order from 1 to 7. Students who still rank the same will be further ranked by their individual actual scores within each assessment from assessment 1 to 7. Where students are still tied the ranked position is determined by random allocation. This will be achieved by a member of the Senior Leadership Team using a computerised random number generator.

Female and Male students will be ranked separately and the number of students selected of each gender will be representative of the distribution of the cohort genders to ensure no unfair bias is present in the selection process.

Assessments:

1. Bleep Test
The higher the number achieved the higher the ranking.
2. 25m Sprint
The quicker the time the higher the ranking.
3. Vertical or Standing Broad Jump
The further the distance travelled the higher the ranking.
4. 1 minute Sit-ups
The greater the number of sit-ups completed the higher the ranking.
5. 1 minute Press-ups
The greater the number of sit-ups completed the higher the ranking.
6. Sit and Reach
The further distance reached the higher the ranking.
7. Attitude, Movement Literacy, Evasion, Hand-eye coordination
These are assessed on a three point scale based on a holistic assessment after administering the testing. Since this is a more subjective assessment it has been given a lower weighting in the overall ranking.